

Organization Name:

Event Name:

Event Date:

Event Time:

Event Location:

Estimated Number of Attendees:

Open to the Whole Babson Community:

Outside Funding? Amount?

Please Explain Your Marketing Strategy to Make the Event Inclusive and Open to the Entire Campus):

PROJECTED SPENDING

ACTUAL SPENDING

Standard Funding Request Template

Items

Total Quantity Price Per Unit

TOTAL REQUESTED (Including shipping/taxes):

TOTAL PER PERSON:

(If food is provided, the cost of food per person should not exceed \$10)

Last Year's Budget (If available)

TOTAL APPROVED:

TOTAL NUMBER OF ATTENDEES:

TOTAL PER PERSON:

TOTAL APPROVED:

TOTAL NUMBER OF ATTENDEES:

TOTAL PER PERSON:

Difference (Current vs. Last Year)

TOTAL:

TOTAL PER PERSON:

Comments on the Difference (if significant):

APPROVED/DENIED:

<u>Total Per Item</u>	<u>Additional Comments</u>
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\$0.00

\$0.00

\$0.00

\$0.00

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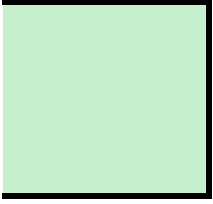
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\$0.00

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Budget Reconciliation

<u>Items</u>	<u>Amount Approved</u>	<u>Amount Spent</u>	<u>Differences</u>
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
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	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
TOTAL:	\$0.00	\$0.00	\$0.00

Additional Comments

TRUE