

-Accountability Form-

*Please return form to the PuLSE Office within two weeks after the event.

Organization: _____

Amount of Grant Received: _____

Name of Event: _____

Number of Butler Students that Attended: _____

Butler Account Number _____

Please do the following:

- Attach all receipts and label what business supplied each specific thing from the event.
- Attach the original budget that was submitted to Grants Committee.
- Attach the new budget with the exact costs and expenses.
- Attach copies of the mandatory materials used to publicize the event.
- Answer the following questions on a separate sheet of paper and attach to this form:
 - Please describe your event in detail and what actually happened at the event.
 - In detail, how was the approved grant money used for the event?
 - Were there any issues with the grants process that arose?
 - How important was this grant to the financial obligations associated with this event? (i.e. Would the event have been possible without the money?)

Signature _____

Date _____