

2014-2015 CSA Allocations

Programming Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union,
attn: MacGregor Obergfell within 30 days of the scheduled program date.
Do NOT return audits to the Information Center or Administrative Office.

This form must be completed by the treasurer. If you are the program planner,
please consult with the treasurer to ensure accuracy.

Received: _____

Program # _____

App. Date _____

Vendor: _____

App. Amt: \$ _____

Check Amt \$: _____

JE Amt \$: _____

Email Group: _____

FOR OFFICE USE ONLY

Full Student Organization Name: _____

Title of Program: _____

Date of Program: _____

Directions

Follow the example and fill out information for each receipt you are turning in.
The receipts must be original, itemized, and legible in order to count towards the audit.
Please list each receipt separately - do not total receipts within any category.
Do not use highlighter on receipts - it will erase the printing and your receipt cannot be audited. Use a pen to make notes.
Refer to 2013-2014 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Category * % is of total program cost, not just category	Vendor(s)	Amount Spent	Explanation	Audited Amt. [Office Only]
<u>Ex.</u> Entertainment	<u>Ex.</u> Southwest Mr. Brutus Staples	<u>Ex.</u> \$290 \$200 \$45.67	<u>Ex.</u> Speaker Flight Speaker Fee (waived) Printer cartridge, nametags	
Speaker Costs				
Entertainment				
OSU Facilities				
Personnel Labor				
Equipment Rental				
Consumable supplies				
Food and beverages - 40%*				
Publicity - 20%* max rate = Resource Room Cost for same services				
Take-Aways - 20%* **Provide names of any gift card recipients on the back page of this audit form				
Apparel - 20%*				
Other				
TOTAL EXPENSES				

Use for Service/Outreach Programs only:

Transportation (max. 50%)				
Lodging (max. 50%)				
TOTAL EXPENSES				

Program Evaluation

In an effort to keep track of all the great things student organizations at OSU are doing, we ask that you fill out this mini evaluation of the program your organization received funding for. We ask that you are honest in your evaluation, as nothing stated here will affect future funding decisions. We are simply using it to keep track of the exciting programs OSU students are putting on. Thanks!

Attendance at program:

Number of students at program:

Brief evaluation of program (include information such as topic of event, speaker presentation information, general feedback from others, changes you would make, etc):

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I certify that the information presented in the audit is accurate and that this event did not generate income which profited the organization. I understand that any misinformation may jeopardize this organization's funding and result in judicial action.

Treasurer Name (Please print):

Treasurer Signature:

Treasurer OSU username.#:

Date: