**Budget Proposal Form Committee**

Date: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_ Purpose: Fall/Spring 20\_\_\_\_\_

Deadline: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_ CAO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please specify your request below per expense, in other words on what do you want to spend and how much money do you need. Start with the highest priority so that the board can take that into account when discussing your budget.*

Name Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_ , \_\_\_\_

Explanation of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What do you need to pay for?*: Office supplies / Travel / Food / Electronics / Furniture / Games / Kitchen supplies/ Props/Lecture / Entrance Tickets

*Other:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_ , \_\_\_\_

Explanation of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What do you need to pay for?*: Office supplies / Travel / Food / Electronics / Furniture / Games / Kitchen supplies/ Props/Lecture / Entrance Tickets

*Other:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_ , \_\_\_\_

Explanation of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What do you need to pay for?*: Office supplies / Travel / Food / Electronics / Furniture / Games / Kitchen supplies/ Props/Lecture / Entrance Tickets

*Other:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total proposed budget
€ \_\_\_\_ , \_\_\_\_**

If you have additional expenses please feel free to add those to this form.
Please print out the form when completed and sign it before returning it to your CAO. Also make sure to keep one copy for your own administration. This only goes for the final version, the draft only needs to be mailed to rasa@ucr.nl

Signature of Committee treasurer: Signature of CAO:

**Justification for the GA**

To speed up the GA and to make sure the GA is informed properly, we will include a short justification of your expenditure in the proposal. Every post should have a justification. Below, please write per expenditure a elaborate explanation and a reason why you think you should be able to spend this money. This will be presented at the GA.

Expenditure:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expenditure:

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Expenditure:

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Expenditure:

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Expenditure:

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Expenditure:

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**Budget Appeal Form Committee**

Date: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_ Purpose: Fall/Spring 20\_\_\_\_\_

Deadline: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_ CAO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_ , \_\_\_\_

Explanation of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Other:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_ , \_\_\_\_

Explanation of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_ , \_\_\_\_

Explanation of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What do you need to pay for?*: Office supplies / Travel / Food / Electronics / Furniture / Games / Kitchen supplies/ Props/Lecture / Entrance Tickets

*Other:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total proposed budget
€ \_\_\_\_ , \_\_\_\_**

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Expenditure:

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Expenditure:

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Expenditure:

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Expenditure:

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Expenditure:

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