

# 2017-2018 CSA Allocations Programming Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union,  
attn: Lindsay Marx 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 # _____
Vendor: _____
App. Amt: \$ _____
Check Amt \$: _____
IO Amt \$: _____
JE Amt \$: _____
Email Group: _____
<b>FOR OFFICE USE ONLY</b>

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 2017-2018 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]
Ex. Entertainment	Ex. Southwest Mr. Brutus Staples	Ex. \$290 \$200 \$45.67	Ex. Speaker Flight Speaker Fee (waived) Printer cartridge, nametags	
<b>Speaker Costs</b>				
<b>Entertainment</b>				
<b>OSU Facilities</b>				
<b>Personnel Labor</b>				
<b>Equipment Rental</b>				
<b>Consumable supplies</b>				
<b>Food and beverages - 40%*</b>				
<b>Publicity - 20%*</b> max rate = Resource Room Cost for same services				
<b>Take-Aways - 20%*</b> **Provide names of any gift card recipients on the back page of this audit form				
<b>Apparel - 20%*</b>				
<b>Other</b>				
<b>TOTAL EXPENSES</b>				

