2018-2019 CSA Allocations
Operating Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union, attn: Angela Britton no later than May 1, 2019. Organizations are encouraged to submit this form as soon as spending is complete.
Do NOT return audits to the Information Center or Administrative Office. This form must be completed by the treasurer.

Received:_____
Reviewed:_____
Amt. Recd:$_____
Amt. Spent: $_____
Amt. Retd: $_____
E-mail:_____
REQ ID:_____
FOR OFFICE USE ONLY

Treasurer Name (Print first name, last name, OSU username.#):

Organization

Treasurer Signature:

By signing above, I certify the information presented in the audit is accurate and these expenses were not for the financial gain or profit of the organization. I understand any misinformation may jeopardize this organization's funding and result in judicial action.

Directions

Follow the example and fill out information for each receipt you are turning in.
The receipts must be original and itemized 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 2018-2019 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Category	Vendor(s)	Amount	Explanation	Audited Amt. [Office Only]
Ex. Office Supplies	Ex. Staples Office Max Dunder Mifflin	Ex. $20 $15 $120.00	Ex. Post-its for office Ink cartrige for printer Paper for office printer	
Advertising/Promotion/ Printing				
Bank Charges/Dues/Legal Fees				
Books/Subscriptions				
Equipment/Facility Rental				
Food (50% of allocated Operating Funds) Must be for recruitment, not general meeting				
Membership Awards *Provide names of any gift card recipients on the back page of this audit form				
Office Supplies				
Travel/Transportation				
Other				
TOTAL EXPENSES				