

2017-2018 CSA Allocations
Programming Funds Audit Form

Due to the Center for Student Leadership and Service (Room 2095) 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:
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. Use an additional sheet if necessary.
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.

Income
Did you have outside income for this event (i.e. admission fee, sponsors, university department contribution, other student organizations etc.)?
Circle One: YES or NO. If so, please list all sources of income below and attach all supporting documents to the audit.
Table with 3 columns: Source(s), Net Amount for organization, Audited Amt. (Office only)

Expenses
Table with 5 columns: Category, Vendor(s), Amount Spent, Explanation, Audited Amt. [Office Only]

