

BUDGET YEAR \_\_\_\_\_

Return to: SCAA Finance Committee Chair (finance@aascaa.org)

### BUDGET REQUEST FORM

BUDGET REQUEST FOR (SCAA Committee or Office): \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

<b>ROUTINE EXPENSES</b>	<b>AMOUNT REQUESTED</b>
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RENT\*: \_\_\_\_\_

\*State purpose of Rent, i.e. Off Month Committee Meeting, Workshop, etc.

MILEAGE\*\*: \_\_\_\_\_

\*\* **ONLY** extra committee mileage needs to be budgeted Do **NOT** Include Area Assembly, Area Committee and Steering Committee Mileage,

POSTAGE, SUPPLIES, & PHOTOCOPIES (PSP): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

LITERATURE: \_\_\_\_\_

COMPUTER SOFTWARE (if applicable) \_\_\_\_\_

SPECIAL PROJECTS OR EXPENSES RELATED TO YOUR COMMITTEE OR OFFICE: (Please list on back/page 2)

**PROJECT**

**DESCRIPTION\*\*\***

**AMOUNT  
REQUESTED**

\*\*\*Give as complete a description as possible so the Budget Committee will Understand your request or plan on attending the Budget Committee Meeting.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

TOTAL AMOUNT REQUESTED for project expenses: \_\_\_\_\_