

# ***IMPORTANT!***

**IMPORTANT – this form must be submitted with your formal budget request**

## **SIGNATURE FORM**

**Prior to submitting your completed budget request, you are required to both print and sign the appropriate spaces below. (Your budget will not be considered without these signatures)**

Name of organization: \_\_\_\_\_

President:

Treasurer:

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

**(over—please)**

## Listing of Categories by Number

109 Office supplies	213 Operational Costs
110 Copying (5¢/copy in Senate office)	222 Advertising
111 Postage	225 Speakers/Talent
112 Telephones	230 Equipment rental
124 Instruction	231 Books/Magazines
127 Co-sponsorship	232 Photo Supplies
130 Programming	235 Insurance and Taxes
133 Specific	236 Convention registration fees
134 Stipends	312 Recruitment
211 Maintenance & Repair	400 Capital Improvements

**REMEMBER... Budget requests that are submitted after the deadline will have to be granted budgets based on available funding, which means the money that is available after budgets that were submitted by the deadline have been awarded their budgets.**

**The following prices are “ball-park” suggested prices for office supplies which are available through the Senate office.**

Copies made in Senate office	0.05 ea.
Masking	2.00
Pens (box of 12)	1.98 dz
Pencils (box of 12)	2.48 dz
Scotch Tape	2.66
Scotch Tape dispenser	4.50
Scissors	6.59
Paper Clips (per box)	2.49
Paper Clips – Jumbo (per box)	5.49
Staples	4.95
Stapler	20.98
White Out	1.66
“While you were out” pads	0.48
Shorthand Pads	2.19
Legal Pads	0.65
Manila Envelopes (box of 100)	21.79
Envelopes (#10) (box of 500)	15.99
Ream of white paper	10.57
Ream of colored paper	11.98
Manila Folders (box of 100)	19.98
Highlighter	1.00

# URI STUDENT SENATE ORGANIZATION BUDGET REQUEST

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**name of organization**

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**category#**

\_\_\_\_\_

**category description**

rationale: \_\_\_\_\_

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amount requested

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1<sup>st</sup> recommendation

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2<sup>nd</sup> recommendation

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**category#**

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**category description**

rationale: \_\_\_\_\_

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amount requested

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**category# category description**

rationale: \_\_\_\_\_

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(over—please)

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**name of organization**

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**category#**

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**category description**

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1<sup>st</sup> recommendation

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2<sup>nd</sup> recommendation

(over—please)