

BUDGET REQUEST FORM

The Budget Request Form should be completed by all officers prior to the chapter budget being drafted. The first three columns are to be completed by each officer, while column four (Approved) should be completed by the VP of Finance after the budget has been approved by the chapter.

All anticipated expenditures related to each officer's position should be listed in the spreadsheet. Each officer should provide a detailed explanation for the expense. All expenses should be itemized. For example, if you are the VP of Retention and are planning a formal, all expenses associated with the formal should be listed (food, facility rental, party favors, etc.). Every effort should be made to research the actual cost of each item prior to submitting the budget request. Once all budget requests have been submitted, the VP of Finance should utilize this information to prepare the chapter budget.

NAME: _____ DATE: _____

POSITION: _____

PRIORITY	EXPLANATION OF EXPENSE	REQUESTED	APPROVED
TOTAL:			

TOTAL BUDGET REQUEST: \$ _____

TOTAL BUDGET APPROVED: \$ _____

VP OF FINANCE REVIEWED
 PRUDENTIAL BOARD APPROVED
 CHAPTER APPROVED