

2009-2010 CSA Allocations Operating Funds Audit Form

Due to the Information Center of the Ohio Union at Ohio Stadium
(between Gates 22 & 24)
to Jeff Pelletier in the Ohio Union, by June 1, 2010.

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

Full Student Organization Name: _____

Form Completed By (Print first name, last name, OSU username.#): _____

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

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.
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 2009-2010 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 cartridge for printer Paper for office printer	
Telephone				
Office Supplies				
Newsletters				
Advertising/Promotion				
Books/Subscriptions				
Dues				
Bank Charges				
Awards				
Travel/Transportation				
Food (50% of allocated Operating Funds)				
Other				
TOTAL EXPENSES				