

2008-2009 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, 2009.

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

Full Student Organization Name: _____

Form Completed By (OSU username.#): _____

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.

Treasurer Name (Please print): _____

Treasurer Signature: _____

Treasurer OSU username.#: _____ Date: _____

Directions: Please 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.

* Refer to 2008-2009 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Category	Vendor(s)	Amount	Explanation	Audited Amt. [Office Only]
<u>Ex.</u> Office Supplies	<u>Ex.</u> Staples Office Max Dunder Mifflin	<u>Ex.</u> \$20 \$15 \$120.00	<u>Ex.</u> 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				