2005-2006 CSA Allocations
Operating Funds Audit Form

Due to the Ohio Union (Room 237) to Amy Elliott by June 1, 2006

Organization Name:

Form Completed By (print name):

Directions: Please follow the first example and fill out information for each receipt you are turning in. Please remember the receipts must be **original** and **itemized** in order to be used towards the audit.

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendor(s)</th>
<th>Amount Spent</th>
<th>Explanation</th>
<th>Audited Amount (Office Use)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>ex. Staples, Office Max</td>
<td>$32.45, $42.00</td>
<td>Printed invitations for speaker, bought engraved pen for speaker</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsletters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising/ Promotion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books/ Subscriptions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dues

Bank charges

Awards

Travel

Food

Other

TOTAL EXPENSES

*I certify that the information presented in the audit is accurate. I understand that any misinformation may jeopardize this organization’s funding and result in judicial action.*

Treasurer Name (Please print):

__________________________________________________________

Treasurer Signature: _________________________________________

Treasurer E-mail Address: _____________________________ Date: _______________

**For Office Use Only:**

Audit Reviewed by: ___________________________

Date Audit Completed: ________________________

Amount Spent: _______________________________

Amount Returned: ____________________________ Method of payment: _________