

Activity Cost Worksheet

NAME OF EVENT _____ Date of Event _____

Location of Event _____ Adviser _____

Prior Approval _____ Final Approval _____

INSTRUCTIONS:

1. Prepare and submit this work sheet at least 30 days prior to the date of the event.
2. Submit a primary report of expenditures no later than 7 days following date of event.
3. Submit a final report for account closure no later than 30 days following date of event.

INCOME:

Source of Income	Estimated Income	Prior Year Income	Primary Report Income	Final Report Income
Fees Attached to event	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

EXPENSES:

Expense Items	Purchase Order Number	Estimated Expenses	Prior Year Expenses	Primary Report Expenses	Final Report Expenses
Postage		\$	\$	\$	\$
Printing		\$	\$	\$	\$
Rentals		\$	\$	\$	\$
Fees		\$	\$	\$	\$
Misc.		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Cont. 15%		\$	\$	\$	\$
TOTAL		\$	\$	\$	\$