

Cerritos College DEEOAC Request for Funds 2016-2017

REQUEST

AMOUNT OF TOTAL REQUEST _____

Requester's Name _____

Requester's Phone/Email _____

Event Name _____

Proposed Location(s) _____

Number of participants expected _____

Who is your audience (students, staff, faculty, community members)? _____

DEEOAC BUDGET WORKSHEET

Event Items	Description	Amount	Actual
Decorations			
Equipment			
Food			
Performers			
Speaker(s)			
Printing			
Publicity			
TOTAL EVENT ITEMS EXPENSES			

Travel Items	Description	Amount	Actual
Rental/Mileage			
Bus(ses)			
Shuttles/Taxis			
Air Fare			
Meals			
Lodging			
Registration			
TOTAL TRAVEL ITEMS EXPENSES			

Other Items Not Included Above

Description	Amount	Actual
TOTAL OTHER ITEMS EXPENSES		

Income (include event revenue, eg. ticket prices, registration, etc.)
 List any additional funding sources

Source	Amount