

International Office Event Budget Request

**Event:** *Example*

**Location of Event:** *LBJ student center ballroom*

**Date of Event:** *Oct 8 2017*

**Time of Event:** *6pm-10pm*

 **Full Description of Event/Objective:**

*Your description must include clear objectives and a detailed explanation of how this event benefits internationalization at Texas State and contributes to the campus community.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item/Expense (List each item separately) | Quantity | Price  | Total\*  | P.O.P\*\* |
| 1. fried green beans
 | 2 | 8.99 | $17.98 | Bean Sprout Asian Restaurant |
| 1. Three-cup chicken
 | 10 | 12.99 | $129.90 | Bean Sprout Asian Restaurant |
| 1. Sprite, Coke, Dr. Pepper
 | 3 | 2.99 | $8.97 | HEB |
| 1. Cake
 | 5 | 4.99 | $24.95 | HEB |
| 1. Ma-po tofu
 | 1 | 8.99 | $8.99 | Asian Garden |
| 1. Venue Fee
 | 1 | 30 | $30 | LBJ |
| 1. Printed Materials
 | 25 | .50 | $12.50 | Copy Cats |
|  |  |  |  |  |
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|  |  |  |  |  |
| Total |  |  | $233.29 |  |

Requested by Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Total – Please list total cost per item. Example, if you need 10 plates and each plate is $1 then the total will be $10

\*\*P.O.P – Place of purchase, please list where you plan to buy the items

 **APPROVED** Item #’s of Materials/Supplies: **DENIED** Item #’s of Materials/Supplies:

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Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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IO Coordinator/Staff**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For further approval of materials/supplies route to:**

\_\_\_\_\_\_\_\_International Office Coordinator (Jonathan Tyner)

 **APPROVED** Item #’s of Materials/Supplies: **DENIED** Item #’s of Materials/Supplies:

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IO Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_