

International Student and Scholar Services (ISSS)

Event Budget Request

This itemized list must be completed in its entirety before being submitted to ISSS.

Event:
Location of Event:
Date of Event:
Time of Event:
Full Description of Event/Objective:

Item/Expense (List each item separately)	Quantity	Price	Total*	P.O.P**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

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 want items to be bought from.

To be completed by the International Student and Scholars Office(ISSS)

APPROVED Item #'s of Materials/Supplies:

DENIED Item #'s of Materials/Supplies:

Comments: _____

Coordinator/Staff: _____ Date: _____

For further approval of materials/supplies route to:

_____ ISSS Coordinator

APPROVED Item #'s of Materials/Supplies:

DENIED Item #'s of Materials/Supplies:

Comments: _____

ISSS Coordinator: _____ Date: _____