

2011-2012 CSA Allocations Operating Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union,
attn: Jeff Pelletier, no later than June 1, 2012.

Do NOT return audits to the Information Center or Administrative Office.

This form must be completed by the treasurer. If you not the treasurer, please consult with the treasurer to ensure accuracy.

Received: _____
Reviewed: _____
Amt. Recd: \$ _____
Amt. Spent: \$ _____
Amt. Retd: \$ _____
E-mail: _____
Other: _____
FOR OFFICE USE ONLY

Treasurer Name (Print first name, last name, OSU username.#): _____

Organization _____

Treasurer Signature: _____

By signing above, I certify the information presented in the audit is accurate and these expenses were not for the financial gain or profit of the organization. I understand any misinformation may jeopardize this organization's funding and result in judicial action.

Directions

Follow the example and fill out information for each receipt you are turning in.

The receipts must be original and itemized in order to count towards the audit.

Please list each receipt separately - do not total receipts within any category.

Do not use highlighter on receipts - it will erase the printing and your receipt cannot be audited. Use a pen to make notes.

Refer to 2011-2012 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Category	Vendor(s)	Amount	Explanation	Audited Amt. [Office Only]
<u>Ex.</u> Office Supplies	<u>Ex.</u> Staples Office Max Dunder Mifflin	<u>Ex.</u> \$20 \$15 \$120.00	<u>Ex.</u> Post-its for office Ink cartridge for printer Paper for office printer	
Telephone				
Facility/Equipment Rental				
Office Supplies				
Advertising/Promotion Newsletters				
Books/Subscriptions				
Dues				
Bank Charges				
Awards <small>*Provide names of any gift card recipients on the back page of this audit form</small>				
Travel/Transportation				
Food (50% of allocated Operating Funds) Must be for recruitment, not general meeting				
Other				
TOTAL EXPENSES				