

Wages and Benefits			
Budget Accounts	Line Item	Requested Expense Description	Requested Budget
61100-65500	Administrative/Faculty Classified Wages and Benefits -	Please add expense details here.	\$ -
66100-66410 &			
67100-67500	Hourly Wages/ Students / Contracts -	GSA Wages (\$19.12/hr X 20 hrs X 33 weeks= \$12,619)	\$ 12,619.00
66500-66610	Overtime & Additional Hours -	Please add expense details here.	\$ -
<b>WAGES SUBTOTAL</b>			<b>\$ 12,619.00</b>
Direct Expenses			
Budget Accounts	Line Item	Requested Expense Description	Requested Budget
700	Salary Allocations for Increases and Adjustments -	Please add expense details here.	\$ -
71100-71110	Personal Services,(IT Serv., Comm. Serv.,Emp Train Serv., Other) -	Please add expense details here.	\$ -
71200-71220	Contractual Services (Contract Serv., Purchased Serv., Direct Payment to Provider) -	Please add expense details here.	\$ -
71300-71360	Utilities -	Please add expense details here.	\$ -
71400-71404	Supplies & Materials -	Supplies and Food	\$ 12,381.00
71410-71412	Printing Charges -	Please add expense details here.	\$ -
71420-71422	Communications (Telephone, Misc Comm., Postage) -	Please add expense details here.	\$ -
71430-71433	Rentals & Leases -	Please add expense details here.	\$ -
71440-71445	Repairs (Building, Equipment, Vehicles , Auto Shop) -	Please add expense details here.	\$ -
71446-71652	Other ( Dues, Memberships, Conf Fees., Insurance, PR,Software, Small IT Equip.) -	Please add expense details here.	\$ -
71710-71850	Travel (Lodging, Airfare, Mileage, Other Travel, Moving, Meals, Light Refresh., Motor Pool -	Please add expense details here.	\$ -
72010-72032	Equipment Capital/Equipment Library -	Please add expense details here.	\$ -
<b>DIRECT EXPENSE SUBTOTAL</b>			<b>\$ 12,381.00</b>
<b>TOTAL REQUEST</b>			<b>\$ 25,000.00</b>

Instructions: Please add all of your budgeted expenses to this spreadsheet, with brief details that inform the S&A committee what is being funded within each line item.