

BUDGET YEAR \_\_\_\_\_

Return to: SCAA Finance Committee Chair ([finance@area05aa.org](mailto:finance@area05aa.org))

## BUDGET REQUEST FORM

BUDGET REQUEST FOR (SCAA Committee or Office): \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### ROUTINE EXPENSES

### AMOUNT REQUESTED

RENT: \_\_\_\_\_  
(State purpose of Rent, i.e. Off Month Committee Meeting, Workshop, etc.)

MILEAGE: \_\_\_\_\_  
(**ONLY** extra committee mileage needs to be budgeted Do **NOT** Include Area Assembly, Area Committee and Steering Committee Mileage.)

POSTAGE, SUPPLIES, & PHOTOCOPIES (PSP): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

LITERATURE: \_\_\_\_\_

COMPUTER SOFTWARE (if applicable): \_\_\_\_\_

SPECIAL PROJECTS OR EXPENSES RELATED TO YOUR COMMITTEE OR OFFICE: (Please list on page 2)

# PROJECT DESCRIPTION

(Give as complete a description as possible so the Budget Committee will Understand your request or plan on attending the Budget Committee Meeting.)

# AMOUNT REQUESTED

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

TOTAL AMOUNT REQUESTED for Project Expenses: \_\_\_\_\_