

2009-2010 Student Activities and Coca-Cola® Grants

Financial Report

(To be completed after event has occurred—submit within 30 days of completion of project along with Project Evaluation at your Post-Event Student Activities Advisor Meeting) Student groups/University departments are required to bring receipts, invoices, and/or other financial documents for the entire event/initiative to the post-event meeting for review by a Student Activities staff member for all grant awards. For grant awards over \$2,000, please bring copies of your receipts, invoices or other financial documentation that Student Activities will keep with your grant files. (Original receipts, receipt copies, or invoices only. MUST contain the name of supplier, location, date, and dollar amount. Any receipt that does not meet these qualifications will not be accepted.)

<u>ACTUAL EXPENSES</u>		<u>ACTUAL INCOME</u>		
Facilities Rental	\$ _____	Admission Fees	\$ _____	
Food	_____	Co-Sponsors (please list below)	_____	
Lodging	_____	Grants (please list below)	_____	
Publicity	_____	Name of Grant	Amount Requested	Amount Awarded
Speaker Fees / Honorariums	_____	_____	_____	_____
Supplies	_____	Name of Grant	Amount Requested	Amount Awarded
Technical Support	_____	_____	_____	_____
Travel	_____	Name of Grant	Amount Requested	Amount Awarded
Registration fees	_____	_____	_____	_____
Security fees	_____	Name of Grant	Amount Requested	Amount Awarded
Movie License	_____	_____	_____	_____
Other	_____	Other Income	_____	
Please List: _____				

*TOTAL	\$ _____	*TOTAL	\$ _____	

***If the totals do not match, please explain here:**

I certify that the information reported as actual expenditures and income is true and accurate.

Signature (Primary Contact)

Date

Note for SSF Event Grant, all partnering groups must sign