# Committee: Budget Request

To: President and/or Executive Board

From: Committee Chair

Re: Anticipated Expenses (include dates)

Date:

Following are the expenses I anticipate incurring to (explain purpose of request).

Photocopies Complete Revision 200 pages @ .05 per page x 22 copies $230.00

Photocopies Summer update 200 pages @ .05 11.00

Binders Style undecided 50.00

Divider tabs 20 sets x .99 21.00

Postage Initial distribution 20.00

Postage Summer update (20 x .75) 15.00

Total $347.00

Explanation: These numbers are dependent upon the individual costs of the type of binding chosen. I’ll examine all reasonably priced options. The number of handbooks mailed will be dependent upon the number of folks who don’t attend the chapter meeting. It may not be necessary to produce a summer

supplement if there is no significant activity during the chapter business or executive committee meetings. I’ve included tax and rounded most numbers up.

Let me know if you need additional information.