



Entity Code _____ Sub _____ Sem _____ SAA BOD Approval Date _____ <i>For Student Activities Association, Inc. Business Office Use Only</i>
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BUDGET SUMMARY FORM A

Note: This form must be attached to the Budget Data Entry Form B

Summer _____ **Fall** _____ **Spring** _____

Name of Organization: _____

S.C. OFFICER/ CLUB PRESIDENT OR TREASURER/
DEPARTMENT DESIGNEE (PRINT NAME)

SIGNATURE

CSIL COORDINATOR (PRINT NAME)

SIGNATURE

The information above must be completed in full by the individuals specified. Incomplete information will result in delays. This form is official upon signature of all involved parties.

ITEM #	CATEGORY	AMOUNT	G/L CODE (OFFICIAL USE)
1	Advertising and Promotion	\$	
2	Contractual Services	\$	
3	Equipment/Furniture	\$	
4	Films and Film Rental	\$	
5	Honoraria, Performers, Bands, etc.	\$	
6	Insurance	\$	
7	Printing, Postage, Stationary	\$	
8	Rent	\$	
9	Repairs and Maintenance	\$	
10	Telephone	\$	
11	Stipends	\$	
12	Personnel Services	\$	
13	Supplies	\$	
14	Travel Expense	\$	
15	Refreshments	\$	
TOTAL ALL CATEGORIES		\$	

Budgets are due to the Assistant Secretary of the Association according to the budget submission schedule. Check requests are honored by the Student Activities Association, Inc. Business Office upon receipt of an approved budget.

Allegations related to fraud regarding the use of, or theft of funds of the Student Activities Association, Inc. (SAA) may result in charges being brought against the accused individual before the Faculty Student Judicial Committee of John Jay College. Further CUNY By Laws specifies that debts to the Student Activities Association are debts to the College. Any amount due to the SAA including expenses for lost or stolen equipment will result in a hold being placed on a student's transcript and/or diploma and the student being barred from registration until the debt due to the Association is satisfied. Your signature above signifies that you understand the foregoing.

