



BUDGET DESCRIPTION

Under each category, describe the purpose for purchasing items for your department/organization. Note the Budget Description should be attached to the Budget Summary Form A & Budget Data Entry Form B.

_____ **FY** _____
Name of Department/Organization

Mission Statement (Please describe the mission of your department/organization).

Account _____ **Total Amount: \$** _____

Account _____ **Total Amount: \$** _____

Account _____ **Total Amount: \$** _____

Account _____ **Total Amount: \$** _____

Account _____

Total Amount: \$ _____

Account _____

Total Amount: \$ _____

Account _____

Total Amount: \$ _____

Account _____

Total Amount: \$ _____

Account _____

Total Amount: \$ _____

Account _____

Total Amount: \$ _____

Grand Total: \$ _____