

ST. MARY'S PROJECT BUDGET PROJECTION FORM

Submit to Mentor and Department Chair for review and signature. Form is needed to project costs for the coming year.

Name _____

Address _____

Telephone _____ Mentor _____

ID # _____ Department _____

Title of Project:

Proposed Budget Projection for the year:

Item	Rationale	Amount
04 – Travel		
Includes mileage (use .585 per mile); accommodations, meals, tolls, parking, etc.		
08 – Contractual Services		
Examples include copying costs (for on-campus photocopying, use \$.10 per page); printing, advertising, transcribing, subject fees, etc.)		
09 – Supplies (<i>under</i> \$100 each)		
Examples include paper, paint and other art supplies, laboratory supplies, research animals, specialized books or manuals, etc.		
10 – Equipment (<i>over</i> \$100 each)		
Equipment becomes the property of St. Mary's College after the project is completed.		
TOTAL BUDGET		
Deductible	Student Contribution	- \$200
TOTAL REQUESTED		

Required Signatures:

Student

Date

Mentor

Date

Department Chair

Date

Department Chairs- Retain this form for *your* records.