

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
Includes mileage (use .585 per mile); accommodations, meals, tolls, parking, etc.		
Examples include copying costs (for on-campus photocopying, use \$.10 per page); printing, advertising, transcribing, subject fees, etc.)		
Examples include paper, paint and other art supplies, laboratory supplies, research animals, specialized books or manuals, etc.		
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.