

## 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.		
<b>TOTAL BUDGET</b>		
<b>Deductible</b>	<b>Student Contribution</b>	<b>- \$200</b>
<b>TOTAL REQUESTED</b>		

### Required Signatures:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

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