|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |

**BUDGET CATEGORY**

**AREA OFFICERS**

* A. Delegate
* B. Alternate Delegate
* C. Chair
* D. Secretary
* E. Registrar
* F. Treasurer
* G. Other Officer Exp.

1. **STANDING COMMITTEE**

* 1. Accessibility
* 3. Archive
* 5. C.P.C.
* 6. Finance
* 7. Grapevine/La Vina
* 8. Information Technologies
* 9. Literature
* 10. Newsletter
* 11. Policy
* 12. Spanish Translation – written
* 13. Young People’s Coordinating Committee
* 14. Armed Services

**I. AD-HOC COMMITTEE**

* 1. Area Inventory

1. **AREA LITERATURE**

* 1. Grapevine/La Vina
* 2. Literature

1. **AREA EVENTS**

* 1. DCM Sharing Session
* 1a. DCM S.S. Prep Mileage
* 2. R.O.O.T.S.
* 4. Unity Day
* 5. DCM/CC Training Workshop
* 6. Area Sharing Sessions/Workshop
* 7. I.T. Conference
* 8. Hispanic Women’s Workshop
* 8a. Hispanic WW. Prep. Expenses

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNBUDGETED EXPENSE / REALLOCATION ITEM**

* **List:**

**L. AREA ADMINISTRATION**

* 1. Area Assembly Rent
* 2. Area Assembly Flyers
* 3. Area Assembly GSO Visitor
* 4. Area Comm. Mtg. Rent
* 5. Area Comm. Mtg. Supplies
* 6. Area Workbooks
* 7. Bank Service Charge
* 8. Bank Check Printing
* 9. DCM Manual
* 10. GSR Orientation Kits
* 11. Liability Insurance
* 12. Liaison-Imperial County
* 13. Tax Preparation
* 14. Storage
* 15. Oral Interpretation (Spanish)
* 16. USPS P.O. Box Rent
* 17. A.S.L. Interpretation

**M. EQUIPMENT**

* 1. Tech equipment & repair
* 1a. Software / Subscriptions
* 2. Minor equipment (under $100)
* 3. Other equipment & repair
* 4. Area Website/Hosting

|  |  |
| --- | --- |
| **Itemize expenses: *Attach receipts/documentation*** | |
| **Description** | **Amount** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **Total** |  |

**PAYMENT REQUEST**

|  |  |
| --- | --- |
| **Payable to (Name)** |  |
| **Amount** |  |
| **Address** |  |
| **City/Zip** |  |
| **Email** |  |
| **Venmo** |  |