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NAME OF ORGANIZATION

BUDGET REQUEST

Title of Activity

Date

JIMPLE JAY R. MALIGRO

Coordinator, SDS
 This Campus

Sir:

EX:
 Edit body of letter as needed.

**Remove before printing*

Greetings of peace. I am writing this letter to request for budget disbursement allotted for **Title of Activity** scheduled on **Date**. This budget will be utilized as follow:

PROJECTED EXPENSES				
Description	QTY	UNIT PRICE	TOTAL	
Certificates and Program and Invitation				
1. Vellum Board (10 pcs/set)	10	50	500.00	
2. Ink (Bk/M/C/Y)	4	285	1,140.00	
Food				
1. Food for Judges	5	250	1,250.00	
2. Food for Officers	10	150	1,500.00	
Prizes				
1. Champion	1	1,500.00	1,500.00	
2. 1 st Runner Up	1	1,000.00	1,000.00	
TOTAL				6,890.00

Attached to this letter is the resolution for the approval of the budget request pertaining to this activity. Also, rest assured that official receipts will be secured to provide a proper liquidation report. Thank you.



ORG'S
 LOGO

Prepared by:

NAME

Treasurer, Organization

NAME

President, Organization

Recommending Approval:

NAME

Junior Adviser, Organization

NAME

Senior Adviser, Organization

JAMES MATTHEUW S. BELEN

President, CSG

MICHAEL EDWARD T. ARMINTIA, REE

In-charge, SGOA

APPROVED:

JIMPLE JAY R. MALIGRO

Coordinator, SDS

