



MACRAO
Michigan Association of Collegiate Registrars and Admissions Officers

COMMITTEE BUDGET REQUEST

Each year Committee Chairs, working with their Co-Chair, are responsible for submitting an annual committee budget. Please submit the completed form to the current [Vice-President](#) by the end of February.

Budget Year: _____ (example 2009-10)

Committee Name: _____

Committee Chair: _____

Committee Co-Chair: _____

Please include any/all expenses that your committee will incur this year *with the exception of expenses associated with the Fall Conference*. Expenses associated with Fall Conference Sessions/Workshops are to be listed on the Preliminary Fall Conference Session/Workshop Proposal and the Final Fall Conference Session/Workshop Form. Also, if your committee expects to charge registration fees for programs/activities or to generate income from a MACRAO sponsored workshop, an Income and Expense Report also needs to be submitted and approved before any commitments are made.

1) Amount Requested: \$ _____

Purpose, please be specific: _____

2) Amount Requested: \$ _____

Purpose, please be specific: _____



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3) Amount Requested: \$ _____

Purpose, please be specific: _____

1) Amount Requested: \$ _____

Purpose, please be specific: _____

