

Bryant University
Budget Justification for Part Time Salaries & Expenses over \$10,000

Budget Manager's Name:

Budget Manager's Name:
 Enter budget manager's name

Org. & Account # : xxxxxx-xxxxx

Justification:

Org & Account #:
 Please fill in the Organization (department) & Account Code Number for each line which exceeds \$10,000 in

\$0.00

Org. & Account # :

Justification:

Justification:
 * How will the funds be expended?
 * Give a detailed explanation of how you come up with the total expense, List the breakdown of expenses. If possible show your calculations.
 * If it is a part time salary show the

\$ Amount:
 Enter \$ amount expended
 This amount must equal the \$ amount that was shown as your proposed budget for the new fiscal year in the Departmental budget

\$0.00

Org. & Account # : 909101-61611

Justification: Student Wages -Part Time: Student workers hired for summer meeting events 25
 Students x 16 days x 8 hours day x \$7/hr = 22400

\$22,400.00

Org. & Account # : 909102-73104

Justification: Rental Expenses: Rental & set up of Tents, chairs and tables for various 12 outdoor events:
 12 events x \$ 2000 per event = \$24,000

\$24,000.00

Org. & Account # : xxxxxx-xxxxx

Justification:

\$0.00

Org. & Account # : xxxxxx-xxxxx

Justification:

\$0.00

Please copy additional blocks if you need to provide justifications for more than six records