

# Club/Society Expense Form

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## **Important Notes:**

- SAO will respond to this expense form within **5(five) working days** from the submission date. Thus, this expense form should be submitted with the proposal form to SAO at least two weeks prior to the event date. Failure to comply with the previous statement will render the proposal denied.
- The following expense form is preferably sent by email to [hh62@aub.edu.lb](mailto:hh62@aub.edu.lb) in a zip file. The zip file should also include the sponsorship confirmation letters/emails and the event poster. The zip file should be named according to the following: **ClubName\_EventName\_EventDate**
- Decision will be taken upon receiving all necessary documents

## Section One

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**Event Name:** \_\_\_\_\_

**Club/Society Name:** \_\_\_\_\_

**Event's Location and Date:** \_\_\_\_\_

### **Event Description:**

***Please Note:** The event description should include the **nature of the event**. Ex. Educational, Sports, Workshop...*

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## Section Two

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**How do you plan on funding your event?** *(Please circle one or more from the following)*

- 1- Club Account  
2- External Sponsor

- 3- Faculty/Department Aid  
4- USFC

**Please Note: If criteria 2, 3 or 4 are chosen, a confirmation should be provided along this form .If the confirmation is not provided then Student Affairs office will not take the funding into consideration.**



Fund Source	Expenditure in USD
From Club	
From USFC	
From Faculty/Dept. Aid	
From Sponsors <i>(List names with amount sponsored)</i>	
<b>Total Expenditure in USD</b>	

### Section Three

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**Student's Name:** \_\_\_\_\_

**Student's Position:** \_\_\_\_\_

**Student Phone number and email:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Coordinator's Signature:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

## Appendix A

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Expenses				
Utility Name, Retailer Name	Quantity	Unit Price \$	Total Price \$	Retailer Rank
Donuts, Store A	100	1\$ " 2 \$ "	100\$ " 200 \$ "	2

*Rank 1 Retailers List:*

<b><i>Catering</i></b>	<i>La Cigale</i>
	<i>Socrates</i>
	<i>AUBMC(Cafeteria)</i>
<b><i>Stationery</i></b>	<i>Maliks</i>
	<i>Books and Pens</i>
	<i>Antoine ( AUB BookStore)</i>
<b><i>Transportation</i></b>	<i>Lebanon Icon Tour (Bus)</i>
<b><i>DJ</i></b>	<i>Shadi Rayess</i>
<b><i>Flowers</i></b>	<i>Takkoush</i>
<b><i>Printing</i></b>	<i>Central Duplicating Center</i>
<b><i>Pizza</i></b>	<i>Pizza hut through purchasing dpt</i>

The Central Duplicating Center Prices for Printing (CDC):

1	colored printing on normal paper, Size A3, One-sided	\$ 1.00
2	Colored printing on normal paper above 100 copies, Size A3	\$ 0.66
3	Colored printing on glossy thick paper 135g, Size A3, One-sided	\$ 1.49
4	Colored printing on glossy thick paper 135g above 50 copies , Size A3,One-sided	\$ 1.25
5	Colored printing on normal paper , Size A4,One-sided	\$ 0.33
6	Colored printing on normal paper , Size A4,One-sided (above 100 copies)	\$ 0.03
6	Colored printing on normal paper, Size A4, Double-sided	\$ 0.56
7	Colored printing on normal paper, Size A5, One-sided	\$ 0.23
8	Colored printing on normal paper, Size A5, Double-sided	\$ 0.33
9	Colored printing on glossy thick paper 135, Size A4, One-sided	\$ 0.70
10	Colored printing on glossy thick paper 135, Size A4, One-sided	\$ 0.80
11	Colored Certificates on thick cartoon , 240g,One-sided	\$ 2.25
12	Colored cards printed on thick cartoon,One-sided (above 200 tickets or cards).	\$ 0.23
13	Colored invitation cards printed on 240 g plus cutting & Creasing in the middle	\$ 0.75
14	Sable Envelopes, size A5	\$ 0.30
15	Colored booklet , Each copy size A5 (including 16 pages + stapling, cutting, Folding & Creasing)	\$ 5.50
16	Colored booklet , Each copy size A5 (including 12 pages + stapling cutting , Folding & Creasing)	\$ 5.00
17	Colored booklet , Each copy size A5 (including 8 pages + stapling cutting & Folding & Creasing)	\$ 4.50
18	laminated paper size A4	\$ 1.00
19	Laminated paper size A3	\$ 1.65
20	Colored Large Poster Size A2 printed on thick paper (Plus lamination)	\$ 9.00
21	Colored Large Poster Size A1 printed on thick paper (Plus lamination)	\$ 13.00
22	Colored Large Poster Size A0 printed on thick paper (Plus lamination)	\$ 27.50
23	One meter of colored printing on flex	\$ 10.00
24	Roll up Banner size 85cm*2 meters with lamination (without the mechanism)	\$ 40.00
25	Roll up Banner size 85cm*2 meters with lamination (with the mechanism)	\$ 75.00
26	Roll up Banner size 100cm*2 meters with lamination (without the mechanism)	\$ 50.00
27	Roll up Banner size 100cm*2 meters with lamination (with the mechanism)	\$ 90.00
28	Roll up Banner size 120cm*2 meters with lamination (without the mechanism)	\$ 80.00
29	Roll up Banner size 120cm*2 meters with lamination (with the mechanism)	\$ 110.00
30	Colored Folder cartoon size A3 with inside jacket with colored AUB Logo	\$ 2.00
31	Small spiral Binding Size A4	\$ 1.00
32	Medium spiral Binding, Size A4	\$ 1.65
33	Large Spiral Binding, Size A4	\$ 1.98
34	One copy of transparency	\$ 0.33
35	One copy of back cover	\$ 0.33
36	Wire siral binding,size A4	\$ 2.50
37	Medium wire spiral binding	\$ 3.00
38	Large wire spiral Binding	\$ 3.50
39	Large poster A1 on Cardboard 60cm*84cm with Lamination	\$ 22.00
40	Large poster on Cardboard 50cm*90cm with Lamination	\$ 29.00
41	Color Print 15x8cm on 4mm cardboard / Each for \$2.10 (Min 25 copies)	\$ 2.10
42	Color print 10x15cm on 4mm Cardboard /Each for \$1.98 (Min 25 copies)	\$ 1.98
43	Color print on 4mm cardboard A4 /Each for \$4.00 (Min 10 Copies)	\$ 4.00
44	Bookmarks(recto-verso) 5x13cm 280grm paper / Each for \$0.90 (Min 200 copies)	\$ 0.90

