2021-2022 - A&S Budget Spend Categories-Worksheet

Spend Category	Description	Includes but not limited to	Amount
Support Services	Services/items that assist your program/department to effectively operate	• Cable/lawn care services • Dues and Subscriptions • Golf cart purchases, repairs and gasoline • Utilities • Repairs/maintenance • Monthly charges such as printer and phone • Office supplies • IT Software and Equipment for Office • Human Resources related charges such as background checks and liability insurance • Office furniture and updates	
Food Services	Food and catering purchases for your program/department for meetings, event and programs	• Food • Catering (Chartwells and non-Chartwells)	
Programs and Services	Items needed to successfully execute events/program	• Room/facility/security/AV Service fees • Items for event • Artist fee • Student transportation to events • Software specifically for programming • Awards • Uniforms/polos • Giveaways • Flyers/banners	

Travel	Purchases directly related to conference travel for students and staff	• Vehicle/gasoline • Flight • Hotel • Conference registration • Staff per diem	