



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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Food• Catering (Chartwells and non-Chartwells)	
Programs and Services	Items needed to successfully execute events/program	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Vehicle/gasoline• Flight• Hotel• Conference registration• Staff per diem	
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