



Sample Event Name  
Sample Event Date  
Budget

DESCRIPTION	Vendor	FUND	ORG	ACCT	PROG	PO NUMBER	CR NUMBER	BUDGETED		Notes
								AMOUNT	ACTUAL	
<b>Venue</b>										
Hotel	Vendor A	1110	XXXXXX	6321	7000	SNR-XXXXXXX	N/A	\$0.00	\$0.00	
<b>Catering</b>										
Food	Vendor B	1110	XXXXXX	6321	7000	SNR-XXXXXXX	N/A	\$0.00	\$0.00	
Beverage	Vendor C	1110	XXXXXX	6321	7000	SNR-XXXXXXX	N/A	\$0.00	\$0.00	
<b>Entertainment</b>										
Talent	Vendor D	1110	XXXXXX	6091	7000	PO-XXXXXXX	CR-XXXXXXX	\$0.00	\$0.00	
<b>Production Services</b>										
MCTV	Vendor E	1110	XXXXXX	6091	7000	PO-XXXXXXX PO-XXXXXXX	CR-XXXXXXX CR-XXXXXXX	\$0.00	\$0.00	
<b>Décor</b>										
Flowers	Vendor F	1110	XXXXXX	6101	7000	PO-XXXXXXX	CR-XXXXXXX	\$0.00	\$0.00	
Visual Décor	Vendor G	1110	XXXXXX	6091	7000	SNR-XXXXXXX	N/A	\$0.00	\$0.00	
<b>Printing</b>										
Printing	Vendor H	1110	XXXXXX	6091	7000	SNR-XXXXXXX	N/A	\$0.00	\$0.00	
<b>Event Supplies</b>										
Supplies	Vendor I	1110	XXXXXX	6101	7000	SNR-XXXXXXX	N/A	\$0.00	\$0.00	
<b>Event Total</b>								<b>\$0.00</b>	<b>\$0.00</b>	
<b>Attendance Information:</b>										
	<b>Pre-registered</b>	<b>Walk-ins</b>	<b>No-show</b>	<b>No-show %</b>						
	1	1	1	100%						