



**PROFESSIONAL COUNCIL
AND STATE COMMITTEE
OPERATING BUDGET REQUEST
Form 2**

Committee Name

Submitted By

Fiscal Year Period Covered

Code	Expense Type	Prior Year	Requested	Approved
4510	Office Supplies			
4520	Postage & Shipping			
4530	Mailing Labels			
4531	Common Carrier			
5211	Mileage			
5212	Meals			
5214	Lodging			
5216	Taxi/Shuttle			
5217	Parking			
5218	Meeting Rooms			
	Other			
	Total			

Directions: Fill in the information requested. Leave the approved column blank. This will be page No. 2 of the project materials and budgets submitted for the upcoming year's committee activities. Attach a separate page, if an explanation of any budget number is required. Please submit completed form via email to Michelle Neto at mneto@casbo.org or by mail to CASBO, 1001 K Street Fifth Floor, Sacramento, CA 95814, or by fax (916) 447-3794.