

**St. Francis Xavier University**

Department of: \_\_\_\_\_

**Departmental Budget Request  
For Year Ending 31 March \_\_\_\_\_**

Chair \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Prepared by: \_\_\_\_\_

	<u>Amount</u>	<u>For Office Use only</u>
Equipment – Teaching & Laboratory	\$ _____	\$ _____
Supplies – Teaching & Laboratory	\$ _____	\$ _____
Student – Assistants (Specify) _____	\$ _____	\$ _____
Student Field Trips	\$ _____	\$ _____
A/V Print Services @ 3 c/page	\$ _____	\$ _____
Xeroxing	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Office Supplies	\$ _____	\$ _____
Telephone (Long Distance Charges only)	\$ _____	\$ _____
Visiting Lecturers (Honoraria and Travel)	\$ _____	\$ _____
Other (Please itemize on Separate Sheet)	\$ _____	\$ _____
<b><u>Total</u></b>	<b>\$ _____</b>	<b>\$ _____</b>