

Fiscal Year 2008 Budget Worksheet
Woodrow Wilson School of Public and International Affairs
Administrative Unit

220	Materials & Supplies (please specify any unusual items) <i>Indicate cost of materials and supplies for office needs:</i> <i>Indicate cost of materials and supplies for program needs:</i>	
221	Books, Periodicals, Subscriptions <i>Indicate anticipated expenditures for books:</i> <i>Indicate periodicals and anticipated expenditures:</i> <i>Indicate subscriptions and anticipated expenditures:</i>	
220	Minor Equipment (under \$5000) - please use 268 for Media Services Equipment and 281 for Capital Equipment <i>Indicate equipment to be replaced or purchased and associated costs:</i>	
268	Media Services Equipment <i>Indicate equipment to be replaced or purchased and associated costs:</i>	
281	Equipment including Computing, Special Purchase and Capital Equipment (equipment over \$5000) <i>Indicate equipment to be replaced or purchased and associated costs:</i>	
237	Duplicating/Copying, Internal <i>Anticipated copies needed at \$.05 per copy:</i> <i>Copying services provided by the Business Office - indicate project and cost:</i>	

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245	Postage <i>Anticipated postage for mailings at standard rate (_____ pieces multiplied by \$.39)</i> <i>Anticipated postage for normal office business (_____ pieces multiplied by \$.39)</i> <i>Mailings (_____ pieces multiplied by \$ _____)</i> <i>Mailings (_____ pieces multiplied by \$ _____)</i> <i>Mailings (_____ pieces multiplied by \$ _____)</i> <i>Mailings (_____ pieces multiplied by \$ _____)</i>	
247	Telephone Service & Equipment (If Applicable) Home Computer/DSL Line costs (If Applicable) <i>Cost of telephone service and equipment (_____ multiplied by \$ _____)</i>	
248	Telephone Tolls & Fax Charges (If Applicable) <i>Anticipated monthly charges (_____ multiplied by 12 months)</i>	
266	Computing Center (If Applicable) <i>Anticipated use of Computing Center Services and associated costs:</i>	
267	Food Services (PU Catering/Food Services) <i>Anticipated use of PU catering or PU food services (please detail event and costs):</i>	

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271	Food/Entertainment - Conf/Meetings/Event at PU <i>Food and entertainment costs associated with on- and off-campus conferences, meetings or events (please detail event and costs):</i>	
231	Purchased Services, Non-University (fees paid to a company, not to individuals) <i>Services of professionals through a non-University company:</i>	
233	Printing, Publishing, Reprints <i>Printing, Publishing, and Reprints through a non-University company (list projects and costs), advertising costs for all units except Admissions:</i>	
234	Maintenance & Repair <i>List service contracts and cost:</i>	

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246	Freight, Fed Express <i>Freight and shipping costs including Federal Express and UPS:</i>	
264	Printing Services, External (Advertising costs should be applied against code 243) <i>Anticipated printing service costs at non-University companies:</i>	
265	Mailing Services, External <i>Anticipated mailing service costs at non-University companies:</i>	
272	Membership Dues <i>List names and dues for professional societies, etc.</i>	
218	Fellowships/Stipends <i>Fellowships and/or Stipends for students:</i>	
243	Publicity/Advertising <i>Note advertising provider and cost for speakers, programs, etc.:</i>	
270	Individual Allowance	

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279	Scouting <i>Expenses attributable to recruiting students to programs</i>	
313	Prizes & Thesis Grant <i>Funds provided for prizes or grants for theses</i>	
235	Rents/Demurrage <i>Rent for Office Space or other rental space, rent of office coffee machines</i>	
278	Contributions <i>Contributions received from individuals or organizations</i>	
341	Permits, Vehicle Registrations, Licenses <i>Permits, Vehicle Registrations, Licenses</i>	
275	Travel, Domestic including Conferences & Meetings <i>Travel, Domestic including Conferences & Meetings (please detail)</i>	
276	Travel, Foreign including Conferences & Meetings <i>Travel, Foreign including Conferences & Meetings (please detail)</i>	
311	Moving & Relocation <i>Moving & Relocation Costs</i>	

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