**Budget Worksheet Rubric**

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| --- | --- | --- | --- | --- | --- |
|  | Exemplary | Proficient | Below standard | Did not demonstrate | Total points |
| Proposed purchases within defined budget amount. | Proposal within budget, but also addresses shipping and handling costs. | Proposal within budget. | Proposal exceeds budgeted amount. | Proposal far exceeds or falls short of budgeted amount. | 5 possible |
| Proposal includes retailers/vendors and costs. | Each proposed item includes cost from more than one vendor and options from more than one manufacturer. | Items proposed in the worksheet include hyperlinks to vendor websites. | Costs are listed but not vendors. | Proposed purchases are listed, but costs and vendors are missing. | 5 possible |
| Rationale explains each proposed item. | While the complete catalog description is not necessary, some of the specs are included. | Verbal description of each item. | Description is limited to a single line. | Rationale reiterates short description, but provides no further explanation. | 5 possible |
| Rationale describes meeting needs. | Specs from each proposed item is matched to a specific photographic need that the publication needs to address. Options from different manufacturers are compared and contrasted. | The proposed item is matched to a specific photographic need that the publication needs to address. | Rationale gives general description of needs but does not itemize how each proposed purchase meets a specific need or needs. | Little to no rationale given for proposed purchases. | 5 possible |
| Total points |  |  |  |  | \_\_\_/ 20 points |