**Budget Worksheet**

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Purchases**

 Item: Vendor: Cost:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 TOTAL COST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rationale**

(Please explain your reasoning for proposing each purchase. Consider the needs of the publication and how you maximize the ability to meet those needs with each item purchased.)