

Status: **Recommended with Modifications**

Financial Officer: Cameron Bell

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(32,987.44)	\$32,940.00	\$32,880.00			
Undergraduate Special Fees		\$32,940.00	\$32,880.00			
6310 - Honoraria Fees	\$(25,000.00)	\$25,000.00	\$25,000.00			
7520 - Facilities Janitorial	\$(402.50)	\$402.50	\$402.50			
7720 - Gas	\$(60.00)	\$60.00	\$60.00			
7220 - Marketing Copies / Print Expenses	\$(420.00)	\$420.00	\$370.00			
7420 - Equipment Rental	\$(1,000.00)	\$1,000.00	\$1,000.00			
7510 - Facilities Rental	\$(400.00)	\$200.00	\$200.00			
7080 - Event Supplies Expenses	\$(60.00)	\$60.00	\$50.00			
7130 - Postage/Courier	\$(248.44)	\$201.00	\$201.00			
7150 - Office Supplies	\$(100.00)	\$100.00	\$100.00			
6560 - Event Food	\$(2,100.00)	\$2,300.00	\$2,300.00			
7020 - Co-Sponsorship Expenses	\$(1,200.00)	\$1,200.00	\$1,200.00			
7060 - Programming Expenses	\$(200.00)	\$200.00	\$200.00			
6320 - Technical Services	\$(1,346.50)	\$1,346.50	\$1,346.50			
6500 - Training Mat	\$(150.00)	\$150.00	\$150.00			
6510 - Regular Meeting Food	\$(300.00)	\$300.00	\$300.00			
[All Expense Total]	\$(32,987.44)					

QUESTIONS & ANSWERS

Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.

Yes. Last year we received 99% of our requested amount. In the two previous years, we received our requested amounts.

If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why?

Yes, we are asking for slightly over \$5,000 more than last year. This is primarily due to a significant rise in recent years in costs associated with our annual Big Speaker event, despite our very best efforts to contain expenses. Moreover, this year SIG ceased receiving an annual grant from The Stanford Fund, on which we had relied heavily for support in the past. Finally, note that SIG's Special Fees budget has remained stagnant for at least five years. It seems that inflation alone would merit an increase.

Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:

The receipt of Special Fees will allow Stanford in Government (SIG) to host regular events with Stanford faculty and visiting fellows which will open political discussion to the Stanford community. They will also allow SIG to bring contemporary and influential speakers to campus through co-sponsorship with other campus organizations and, most especially, through SIG's own Big Speaker event in the spring.

What are the three largest line item requests in your budget and why?

The three largest line items in Stanford in Government's 2009-2010 budget are: 1) Honoraria Fees (6310) for Big Speaker. Big Speaker is Stanford in Government's largest event of the year in terms of audience, speaker caliber, and planning effort. For example, this year's Big Speaker with former Pakistani President Pervez Musharraf was attended by nearly 2,000 students in Memorial Auditorium. In this event, we strive to bring relevant and important political figures to campus. Speakers of this caliber command a high fee, and along with co-sponsorship from its traditional partner ASSU Speakers Bureau, it is through Special Fees that Stanford in Government (SIG) is able to afford these speakers. SIG's honorarium budget for Big Speaker has not been increased for several years, and we feel that an increase this year is justified in light of escalating speaking costs. Big Speaker is SIG's primary event and the securing of an inspiring speaker is key to the success of the event. 2) Technical Services (6320) for Operating Expenses and Big Speaker. These funds allow SIG to provide the appropriate AV for all events, including those that are co-sponsored with other organizations. More importantly, with the development of iTunesU, this fund allows SIG to record all of its major programming and post it to iTunes, allowing those from the Stanford community (and beyond) who could not attend any given event to see and enjoy it on video. 3) Co-sponsorship Expenses (7020) for Various Speakers. SIG works with a wide variety of campus organizations to bring diverse speakers to campus. In the recent past, SIG has teamed with ASSU Speakers Bureau, the NAACP, FACES, STAND, SPOON, The Roosevelt Institute, FACEAIDS, and the Stanford Law School. Co-sponsorship allows SIG to help bring important speakers to campus as well as stimulating exciting partnerships with our fellow student groups.

How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?

Stanford in Government uses a combination of electronic fliers, distributed through university lists, as well as the SIG Friends list, which reaches approximately 850 members of the Stanford community, and physical fliers posted around campus. We also use Facebook advertisements for events. Our weekly news summaries in the Daily also serve as forms of advertisement. This year, we began a weekly PEAS (Policy Events at Stanford) email that lists the 5 or so most exciting events for that week. We also regularly post on Events@Stanford.

If you are an umbrella group, please list the groups for which you are applying for Special Fees, their ASSU account numbers, and contact information for their financial officers.

N/A

Please list all: 1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special

- 1) Assets: \$2,691.42
- 2) Reserves: \$14,903.52
- 3) None-ASSU bank accounts: NONE
- 4) Other sources of funding: Haas Center for Public Service Gift Account

(Note that The Stanford Fund recently discontinued an annual grant, on which SIG had relied heavily for past funding.)

What events/programs does your group hold throughout the year for the Stanford Community?

Stanford in Government (SIG) provides a large variety of programming to the Stanford community. Under the umbrellas of different committees, these events all work toward expanding the political awareness and engagement of the community. The Campus Awareness committee hosts bi-weekly policy lunches, gathering esteemed faculty and visiting fellows together with students to discuss and debate current policy. In the past two years, topics ranged from the importance of the West in the upcoming general election to a skeptic's view of global warming to Obama's most pressing foreign policy challenges. Through its dedication to nonpartisanship, SIG is able to bring together faculty and students of all political stripes, allowing for lively and open debate. The Public Policy Forum, another of SIG's committees, sets up multidisciplinary panels on key current events – a recent example is the "A Post-Election Analysis from A Media Perspective" event hosted in December 2008 with acclaimed journalist Michael Crowley. This committee is also responsible for Big Speaker, SIG's main event, which brings important and influential political personages to campus to share their expertise and political insider's eye with the Stanford community. Additionally, each summer we organize events and speakers for all Stanford interns in DC. SIG's Fellowships Program offers between thirty and forty summer internship opportunities for students to work in public service. Fellows are placed in local, national, and international government branches and NGOs. SIG has established relationships with its host organizations and we work to ensure that fellows will engage in substantial activities throughout the summer. Fellows are also given a stipend of \$4000, funded through endowments that are administered by the Haas Center for Public Service. Stanford students can apply to our fellowships during the winter quarter by first submitting a written application, complete with an essay and faculty recommendations. For each fellowship, five students will be selected for a final round interview, which will be conducted by members of SIG, the past fellow, and the faculty advisor for that fellowship. Selections are announced before the end of winter quarter – we are currently in the process of collecting this year's applications. On a side note, SIG is offering at least 5 new fellowships this year. Finally, SIG's Campus and Community Partnerships Committee seeks to bring together Stanford students and the larger Stanford community in the effort to spread political awareness and education. In the past, Campus and Community Partnerships has helped prepare Stanford workers for their citizenship tests. Last year, it expanded its geographic reach to include East Palo Alto, where it taught a civic education course to eighth graders in the East Palo Alto Charter School. An additional program included a course for high school seniors focused on voting rights and the electoral process, with the aim of contributing to the education of the growing (and new) voting population in this year's important general election. CCP continued its work last fall by teaching a weekly voter education series to East Palo Alto residents. In the spring, CCP will facilitate a lunchtime know-your-rights citizenship course for ESL Stanford employees.

What is the average attendance at your events?

Typically a large, speaker event garners between 150 and 250 students. Policy lunches have on average between 25 and 30 attendees; Hoover Media Fellow Lunches have between 10 and 15. Other panel discussions and events usually have between 30 and 70 attendees, depending on the topic and venue. Big Speaker has around 2,000 and Medium Speakers garner around 400 students, faculty, community members.

Why are you requesting Special Fees?

Stanford in Government (SIG) is recognized in the Stanford community for its extensive programming, as well as its fellowships program, which provides 35 fully funded summer internships around the world to deserving undergraduates. Stanford Department of Political Science Professor Larry Diamond recently commented that SIG "is one of the most vital and exciting programs" on campus. Through its dedications to nonpartisan political awareness, SIG is able to bring together students and faculty members of every political stripe with educational and informative events. Whether through lunches where Stanford students get that chance to discuss and debate policy with esteemed professors and fellows, or panels of thoughtfully chosen speakers, SIG strives to deepen the political understanding of the Stanford community. The annual Big Speaker event – the main event in SIG's year – has in recent years brought former Senator John Edwards, former Sec. of State Madeleine Albright, and former Pakistani President Pervez Musharraf to Stanford. We are currently making arrangements for a large speaker in the Spring. To continue this tradition of broadly stimulating campus programming, Stanford in Government is requesting Special Fees.

BUDGET DETAIL

Big Speaker	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
	\$(27,409.00)	\$27,409.00	\$27,349.00			

Each year Stanford in Government brings a Big Speaker. Last year we brough Senator John Edwards. Along with fellowships, this is considered one of SIG's major undertakings.

Location:	Contact:	Attendance:
Uri:		

6310	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
	\$ (25,000.00)	\$ 25,000.00	\$ 25,000.00			

<p>Honoraria Fees (Undergraduate Special Fees/Annual)</p>	<p><i>Stanford in Government partners with ASSU Speakers Bureau each year to host a &quot;Big Speaker&quot; of political relevance and importance. Expenses for the event routinely fall between \$40,000 and \$80,000. SIG works closely with other campus partners to raise additional funds for this event. This year's Big Speaker event with former Pakistani President Pervez Musharraf was attended by nearly 2,000 students in Memorial Auditorium. The event was covered by over 1,000 national and international news outlets. Ten co-sponsoring organizations joined SIG and Speakers Bureau to facilitate this event. Previous Big Speakers include Madeleine Albright, John Edwards, Ehud Barak, and Janet Reno. SIG works extremely hard to maintain a responsible budget for Big Speaker, almost always negotiating a steep reduction in speaking fees. However, speaking fees and related costs for major speakers have increased rapidly in recent years, while SIG's honorarium for Big Speaker has remained constant for the past several years. Moreover, SIG has traditionally supplemented its Big Speaker honorarium with funding from the The Stanford Fund; SIG no longer receives this TSF funding as the result of the agreement expiring. As a result, SIG has not been able to fulfill its equal partnership with Speakers Bureau. We are requesting an increase in the amount allotted for honoraria in order to maintain the high caliber of speakers we have been fortunate to bring to campus in recent years.</i></p>				
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<p>6320</p>	<p><i>The technical fees related to Big Speaker 2010 will accommodate technical labor fees (\$158.00) and the iTunesU video package to record the event (\$188.50). These figures are based on SIG's large speaking events in the past two years.</i></p>	<p>\$(346.50)</p>	<p>\$346.50</p>	<p>\$346.50</p>	
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<p>Technical Services (Undergraduate Special Fees/Annual)</p>	<p><i>The technical fees related to Big Speaker 2010 will accommodate technical labor fees (\$158.00) and the iTunesU video package to record the event (\$188.50). These figures are based on SIG's large speaking events in the past two years.</i></p>				
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<p>6560</p>	<p><i>Food and beverage for the post-lecture/Q&A reception with the speaker. This event takes place outside of the auditorium and is set up to allow students who wish to ask further questions of the speaker to do so. Food is open to all participating students. An assortment of pre-made platters is usually purchased. This figure is based on average costs of SIG's past three major speakers. The reception is a staple of all Big Speaker events.</i></p>	<p>\$(500.00)</p>	<p>\$500.00</p>	<p>\$500.00</p>	
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<p>Event Food (Undergraduate Special Fees/Annual)</p>	<p><i>Food and beverage for the post-lecture/Q&A reception with the speaker. This event takes place outside of the auditorium and is set up to allow students who wish to ask further questions of the speaker to do so. Food is open to all participating students. An assortment of pre-made platters is usually purchased. This figure is based on average costs of SIG's past three major speakers. The reception is a staple of all Big Speaker events.</i></p>				
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<p>7080</p>	<p><i>OSA recommended Lanyards for event</i></p>	<p>\$(60.00)</p>	<p>\$60.00</p>	<p>\$50.00</p>	
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<p>Event Supplies Expenses (Undergraduate Special Fees/Annual)</p>	<p><i>OSA recommended Lanyards for event</i></p>				
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<p>7220</p>	<p><i>Responding to security concerns, OSA instituted a new policy this year requiring event organizers to wear lanyards. These were very expensive (\$150) and constitute the majority of marketing and print expenses. Additionally, the event required several posterboard signs to direct attendees. Publicity fliers are the final portion of this expense category: 100 copies (black and white) x \$.10/copy = \$10.00 Signs = 2 x \$20/ea = \$40 Lanyards = \$60 (These costs are also split with the SB)</i></p>	<p>\$(100.00)</p>	<p>\$100.00</p>	<p>\$50.00</p>	
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<p><i>put \$60 in event supplies for lanyards</i></p>

<p>Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)</p>	<p><i>Responding to security concerns, OSA instituted a new policy this year requiring event organizers to wear lanyards. These were very expensive (\$150) and constitute the majority of marketing and print expenses. Additionally, the event required several posterboard signs to direct attendees. Publicity fliers are the final portion of this expense category: 100 copies (black and white) x \$.10/copy = \$10.00 Signs = 2 x \$20/ea = \$40 Lanyards = \$60 (These costs are also split with the SB)</i></p>				
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		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Big Speaker		\$(27,409.00)	\$27,409.00	\$27,349.00			
Each year Stanford in Government brings a Big Speaker. Last year we brought Senator John Edwards. Along with fellowships, this is considered one of SIG's major undertakings.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7420	<i>Equipment and Labor for Big Speaker 2009 cost \$2600. Split evenly with Speakers Bureau, SIG's portion was \$1300. However, due to the unusually high profile nature of this year's Big Speaker, we believe next year's event will likely cost a lower amount, around \$1000.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>20% contingency (based on Big Speaker line items 6320 and 7420) plus slight buffer (rounded to nearest ten).</i>	\$(200.00)	\$200.00	\$200.00			
Facilities Rental (Undergraduate Special Fees/Annual)							
7520	<i>Auditorium cleaning as quoted on the ABM/ASSU worksheet, Jan 2008.</i>	\$(202.50)	\$202.50	\$202.50			
Facilities Janitorial (Undergraduate Special Fees/Annual)							
Campus Awareness Events		\$(1,400.00)	\$1,400.00	\$1,400.00			
The Campus Awareness Committee distributes the SIG Elections newsletters during election seasons and the Bathroom Stalls Series throughout the year. The Committee also organizes lectures and debates with other organizations for various events.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>Campus Awareness holds bi-weekly policy lunches with faculty and distinguished fellows at Stanford. Pizza and drinks for 25-30 students are served at each (\$80.00). There are five policy lunches per quarter (80 x 5 x 3 = 1200).</i>	\$(1,200.00)	\$1,200.00	\$1,200.00			
Event Food (Undergraduate Special Fees/Annual)							
7020	<i>Campus Awareness co-sponsors events with other political/policy groups on campus. For example, in Winter 2008, Campus Awareness and SIG are co-sponsoring the upcoming China conference with FACES, Six Degrees, STAND, and several academic departments.</i>	\$(200.00)	\$200.00	\$200.00			
Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)							
Educational Program Coordinator Expenses		\$(500.00)	\$500.00	\$500.00			
Stanford in Government sponsors an Educational Program Coordinator (EPC) to be in Washington D.C. each summer to organize events for the Stanford students in the area. The EPC's housing is paid for by SIG and is given a general operating budget of \$500.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6510	<i>The money covers food for large events with Stanford students in the DC area over the summer. Last summer, over 120 Stanford students participated more than 25 organized events. These included meetings with senators and congressmen, and a private tour of the West Wing with then-Chief of Staff Josh Bolten.</i>	\$(300.00)	\$300.00	\$300.00			
Regular Meeting Food (Undergraduate Special Fees/Annual)							
7060	<i>This money goes toward items the EPC may need to purchase in DC for group activities, such as subsidizing group tickets to a DC Museum or subsidizing transportation costs to EPC events outside of the Stanford-In-Washington House (i.e. The Capitol or White House).</i>	\$(200.00)	\$200.00	\$200.00			
Programming Expenses (Undergraduate Special Fees/Annual)							
Fellowships		\$(275.00)	\$275.00	\$275.00			
Each year, SIG offers 30-40 fellowships to Stanford students in state and local, Washington D.C., and international positions. SIG pays the students awarded each fellowship a student during the summer. The application process is open to all Stanford students.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>The Fellowships committees host informational lunches early in winter quarter. These lunches introduce the summer fellowships to interested students and are open to all.</i>	\$(200.00)	\$200.00	\$200.00			
Event Food (Undergraduate Special Fees/Annual)							
7130	<i>Based on the cost of correspondence between the three Fellowships committees and the various fellowship host organizations around the world.</i>	\$(75.00)	\$75.00	\$75.00			
Postage/Courier (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Fellowships Night 2009		\$(400.00)	\$400.00	\$400.00			
<p>The Fellowships Committees annually run an information/marketing event in the late fall. This event is open to all to learn more about the SIG summer fellowships. Typically there is a featured speaker (who is a fellow host) and all the past fellows still at Stanford. Tables are set up like a career fair to distribute information on the various fellowship positions. Food is served. (The event is only one night, the dates below encompass the tentative time frame.)</p>							
Location:	Contact:				Attendance:	(total)	
Url:						UG: 100	Staff: 10
						Grad:	Other:
Budgeted	Requested	Recommend	Approved	Petitioned	Elected		
6560	<i>This event usually serves hors d'oeuvres for attendees. (4 assorted platters at Safeway, (\$50.0/ea)</i>	\$(200.00)	\$200.00	\$200.00			
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>This event usually serves hors d'oeuvres for attendees. (4 assorted platters at Safeway, (\$50.0/ea)</i>	\$(200.00)	\$200.00	\$200.00			
Event Food (Undergraduate Special Fees/Annual)							
Operating Expense		\$(1,436.00)	\$1,436.00	\$1,436.00			
<p>These are the costs associated with running the SIG office and providing supplies for members during meetings.</p>							
Location:	Contact:				Attendance:		
Url:							
Budgeted	Requested	Recommend	Approved	Petitioned	Elected		
6320	<i>This is to cover the set-up costs of panel discussions, lectures, screenings, and events TBD outside of Big Speaker and the policy lunches that SIG periodically puts on.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00			
Technical Services (Undergraduate Special Fees/Annual)							
	<i>(For example, our Public Policy Forum is co-sponsoring an event with CNN commentator Donna Brazile this Spring.)</i>						
	<i>This number is based on events from the 2008-2009 academic year.</i>						
6500	<i>This will fund the annual SIG Board retreat for leadership planning and development in the fall.</i>	\$(150.00)	\$150.00	\$150.00			
Training Mat (Undergraduate Special Fees/Annual)							
	<i>There are typically 18 board members and this session is critical to planning the year ahead.</i>						
7130	<i>This is the postage cost of mailing our bi-annual newsletter to important supporters (i.e. Condoleeza Rice, Sen. Dianne Feinstein, Mr. and Mrs. Bing).</i>	\$(126.00)	\$126.00	\$126.00			
Postage/Courier (Undergraduate Special Fees/Annual)							
	<i>150 newsletters x 2 per year x .40 = \$126</i>						
7150	<i>Both specialized (stationary, envelopes for thank you notes) and general (folders, paper clips, white board markers) supplies.</i>	\$(100.00)	\$100.00	\$100.00			
Office Supplies (Undergraduate Special Fees/Annual)							
	<i>1 box stationary = \$50</i>						
	<i>Folders = \$15</i>						
	<i>White Board markers = \$15</i>						
	<i>Assorted Office Supplies (post its, paper clips, etc..) = \$20</i>						
7720	<i>Our CCP (Campus and Community Partnerships Committee) regularly teaches a course on civic engagement for East Palo Alto residents (children and parents).</i>	\$(60.00)	\$60.00	\$60.00			
Gas (Undergraduate Special Fees/Annual)							
	<i>.40/mile x 10 miles (Trip to EPA Charter School and back) x 5 trips per quarter x 3 quarters = \$60</i>						
Various Public Relations Needs		\$(320.00)	\$320.00	\$320.00			
<p>Most of the public relations budget goes toward making the SIG newsletter, which is produced quarterly and available at our office and mailed to SIG alumni and donors.</p>							
Location:	Contact:				Attendance:		
Url:							
Budgeted	Requested	Recommend	Approved	Petitioned	Elected		
7220	<i>Every year we publish a bi-annual newsletter to supporters and Stanford professors. This letter is critical to our outreach within and outside of the Stanford community.</i>	\$(320.00)	\$320.00	\$320.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
	<i>200 copies x 2 editions a year x 8 pages per copy x .10/pg = \$320</i>						

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Various Speakers		\$(1,200.00)	\$1,200.00	\$1,200.00			
The Public Policy Forum Committee organizes various speaker events with Stanford faculty and government officials. The committee also coordinates Hoover Media Lunches every week.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7020	<i>SIG's Public Policy Forum and Campus Awareness committees often co-sponsor speakers with other campus organizations. In the past these have included ASSU Speakers Bureau, SPOON, The Roosevelt Institute, and the Stanford Law School, FACES, and Six-Degrees. This number is based on the co-sponsorship provided by SIG in the 2008-2009 academic year.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00			
Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)							
7520	<i>This would cover the janitorial expenses (primarily locking/unlocking) of classrooms (such as those in the History corner) used for Public Policy Forum, Campus Awareness, and co-sponsored events.</i>	\$(200.00)	\$200.00	\$200.00			
Facilities Janitorial (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(32,940.00)	\$32,940.00	\$32,880.00			

ACCOUNT BALANCES

Account		Balance
2-7487-1-0-2800	ST IN GOVERNMENT	\$57.41
2-7487-1-0-2830	ST IN GOV'T STANFORD FUND	\$0.00
2-7487-1-0-9010	SIG O/S PURCHASE ORDER	\$0.00
2-7487-2-5-6310	SIG SPEC FEE HONORARIA FEES	\$0.00
2-7487-2-5-6320	SIG SPEC FEE TECHNICAL SERVICES	\$0.00
2-7487-2-5-6510	SIG SPEC FEE MEETING FOOD	\$335.77
2-7487-2-5-6560	SIG SPEC FEE EVENT FOOD	\$57.49
2-7487-2-5-7020	SIG SPEC FEE COSPONSORSHIP EXP	\$1,050.00
2-7487-2-5-7090	SIG SPEC FEE PRIOR YEAR EXP	\$0.50
2-7487-2-5-7130	SIG SPEC FEE POSTAGE/COURIER	\$125.00
2-7487-2-5-7150	SIG SPEC FEE OFFICE SUPPLIES	\$200.00
2-7487-2-5-7220	SIG SPEC FEE MKTG COPIES/PRINT EXP	\$0.00
2-7487-2-5-7410	SIG SPEC FEE EQUIP (NON-CAP)	\$200.00
2-7487-2-5-7420	SIG SPEC FEE EQUIP RENTAL	\$62.75
2-7487-2-5-7510	SIG SPEC FEE FACILITIES RENTAL	\$170.00
2-7487-2-5-7520	SIG SPEC FEE FACILITIES JANITORIAL	\$402.50
2-7487-7-5-7710	SIG SPEAKERS SPEC FEE TRAVEL FARES	\$0.00
2-7487-9-0-2820	SIG RESERVE	\$14,903.52