



COUNCIL OF GRADUATE STUDENTS | CAREER DEVELOPMENT GRANT

AUDIT FORM

All paperwork, including this audit form, must be submitted to usg_ipc_cgs@osu.edu with the subject line of CDG and your last name within 14 days of the activity or conclusion of the event. All itemized receipts, proof of payments, audit form and summary are necessary to successfully claim your award. Failure to meet this deadline will result in automatic disqualification.

First Name:	Last Name:
Date:	Employee/Student ID #:

Directions: Please follow the example and fill out the information for each receipt you submit. The receipts must be **original** and **itemized** in order to be properly process for reimbursement

Item/Expense	Vendor(s)	Amount Spent	Date Expense Incurred	Explanation	Audited Amount <i>(Office Only)</i>
<i>Ohio College Personnel Assoc., one-year graduate student membership</i>	<i>Ohio College Personnel Association</i>	<i>\$50</i>	<i>10/1/21</i>	<i>Membership to Professional Organization</i>	

TOTAL

--	--