

# APPENDIX E BUDGET FORM

*Excel Spreadsheet available. Contact Judy Tirey at [Judy.Tirey@libraries.ok.gov](mailto:Judy.Tirey@libraries.ok.gov)*

| CATEGORY                                   | LSTA Funds Requested<br>November 1, 2015* | Indirect Cost * | Project Total |
|--|---|-----------------|---------------|
| <b>Personnel</b>                           |   |                 |               |
| Salaries                                   |   |                 |               |
| Benefits                                   |   |                 |               |
| Consultant Fees**                          |   |                 |               |
| Services***                                |   |                 |               |
| <b>Operating</b>                           |   |                 |               |
| Advertising                                |   |                 |               |
| Telephone/Data                             |   |                 |               |
| Supplies                                   |   |                 |               |
| Photocopying & Printing                    |   |                 |               |
| Postage & Shipping                         |   |                 |               |
| Travel                                     |   |                 |               |
| Food                                       | XXXXXX                                    |                 |               |
| Books                                      |   |                 |               |
| Project Evaluation                         |   |                 |               |
| <b>Technology</b>                          |   |                 |               |
| Computer Equipment                         |   |                 |               |
| Computer Accessories                       |   |                 |               |
| Other Equipment                            |   |                 |               |
| Software                                   |   |                 |               |
| <b>Capital expenditures</b>                |   |                 |               |
| Furniture                                  |   |                 |               |
| Equipment with a cost greater than \$5,000 |   |                 |               |
| <b>TOTALS</b>                              | <b>\$</b>                                 | <b>\$</b>       | <b>\$</b>     |

\* Budget request may include indirect cost. As defined in federal regulations, The Department will honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library Administrative Agency (SLAA) must honor a

rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). Sub-recipients may elect not to claim any indirect costs. See 2 CFR 200.331.

\* Refer to Appendix I for allowable LSTA expenditures.

\*\* All expenses related to acquiring the services of a consultant for a specific activity within the project.

\*\*\*The cost of project activities to be undertaken by a third-party contractor or vendor, including a formal partner

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