A) _____

Name of Eligible Recipient

B) _____

Project Number (DOE Assigned)

TAPS Number
3A502

FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT DESCRIPTION	(4) AMOUNT
		C) TOTAL	**$**

Instructions
Budget Recap and Description Form

This form should be completed based on the required information as outlined in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter name of eligible recipient.

B. **DOE use only.**

COLUMN 1 **SCHOOL DISTRICT APPLICANTS ONLY:**

FUNCTION: Use the four digit function codes as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COLUMN 2

OBJECT: **SCHOOL DISTRICT APPLICANTS:**
Use the three digit object codes as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COMMUNITY COLLEGE APPLICANTS:
Use the five digit object codes as described in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITY AND STATE AGENCY APPLICANTS:
Use the six digit object codes as described in the Florida Accounting Information Resource System.

OTHER AGENCY APPLICANTS:
Use the object codes as described in the agency's expenditure chart of accounts.

COLUMN 3 **ALL APPLICANTS:**

DESCRIPTION**:** Provide a specific expenditure description for each budget item.

COLUMN 4 **ALL APPLICANTS:**

AMOUNT: Provide the budget amount requested for funding each item in the project application.

C. Provide the total of all budget items in Column (4). If there are multiple pages enter the total on the last page only.