

## **ANIMATION PRODUCTION BUDGET GUIDELINES – fall 2010**

### **A. In order to acquire a production number the following items are required:**

1. completion of safety/orientation quiz
2. completion of the equipment insurance agreement
3. completion of the copyright agreement & physical production forms

### **B. Budget Items**

#### **1. EXPENDABLES (aka “E”)**

These are real money items that either you or the program will purchase to help you complete your production. Individual purchases can be reimbursed. All computer hardware and software will be returned to the program after the student has completed the program. What cannot be reimbursed are items like books, music CD's, trips, food, travel expenses. This budget can be used to pay professionals to help the student in their production like software consultants, composers, mixers, sound designers. Arrangements like these and purchases have to be approved in advance.

#### **2. INTERNALS (aka “I”)**

These are services provided by the different facilities in our school like the sound dept. , the equipment center, the Zemekis digital center, post editorial etc.

#### **3. REIMBURSEMENTS**

Save all receipts and cancelled checks and bank statements. Purchases made with a check can only be reimbursed with the submission of the bank statement or cancelled check and the receipt.

You will arrange all documents neatly on sheets of regular bond paper and fill out a reimbursement form. The total amount has to be at least \$75 or more in order for it run through accounts payable. Also, two party transactions (paying somebody that is not a business entity with your own check) cannot be reimbursed.

#### **4. \$200 will be held back for finishing costs (mixing, mastering to tape).**

#### **5. There is limit of \$500 for payment for services on each discipline (music, sound design, modeling, rigging etc.) and also on purchases (a request can be made to make a purchase of an item over \$500).**