

LINE-ITEM REALLOCATION REQUEST FORM

Organization Name:

President:

Printed Name

Signature

Treasurer:

Printed Name

Signature

Date Submitted:

NOTE: Any expense incurred by a Student Organization before approval of this Line-Item Reallocation shall be deemed unauthorized and shall be the responsibility of the Student Organization.

STEP 1: Where the funds are going?

(A.) If you are requesting a Line-Item Reallocation for a current Event that exceeds its Budget allocation, please provide:

Event Allocated in Semester Budget	Amount Granted	Amount Needed
	\$	\$

(B.) If you are requesting a Line-Item Reallocation for a new Event, please provide a description of the proposed Event:

Amount Needed for New Event:

\$

STEP 2: Where the funds are coming from?

From what Event(s) would you like to take money to satisfy the need of (A) or (B) above?

Event Allocated in Semester Budget	Amount Granted	Please Transfer
	\$	\$
	\$	\$

Please Submit this form to the SBA Treasurer

SBA USE ONLY:

PR: _____

TR: _____

FCR: _____

Comments:
