****

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **To:** | Student Finance Board |
| **From (Organization Name):**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **CC:**  | SFB Executive Board |
| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Re:**  | Budget Reallocation  |

**(The Organization)** requests a Budget Reallocation for **(Name of Event).** Original funding was obtained through a **(base budget or special appropriation).** This reallocation will allow **(The Organization)** to **(why does your organization need to reallocate the funds?)**.

Please refer to the below examples for how to show the money you are moving:

|  |  |  |
| --- | --- | --- |
| **Budget Line Descriptions** | **Decrease By** | **Increase By** |
| From: DJ | $100 |  |
|  To: Decorations |  | $75 |
|  To: Food |  | $25 |
| From: Speaker | $75 |  |
|  To: Creative Publicity |  | $75 |

Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liaison Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_