

BUDGET MODIFICATION REQUEST

Date: _____

ORGANIZATION: _____

REQUESTOR: _____ **SIGNATURE:** _____

E-MAIL: _____ **PHONE:** _____

Student organizations can reallocate approved funding to a new expenditure or add to an already approved expenditure. Indicate this below.

Additional Expenditure

New Expenditure

INSTRUCTIONS:

- 1) Indicate the request(s) from which you want to reallocate approved funding.
Use one line for each separate request
- 2) Indicate the amount to be reallocated
- 3) Get signature from SORC Business Office.
- 4) Explain the reasons for budget modification below.
- 5) Fill out a new request form (PEI, PRS, CEI, etc)
Provide all necessary documentation.

This section must be completed by SORC before submission to the Allocations Committee.
Business Office: _____
Date: _____

REQUEST DESCRIPTION	AMOUNT	AMOUNT APPROVED
TOTAL		

SGB Final Amount Approved: _____

JUSTIFICATION

_____/_____
Student Government Board **Date**

_____/_____
Allocations **Date**