



Date Received

Approved to Agenda

# BUDGET REALIGNMENT REQUEST

Organization: \_\_\_\_\_

Account #: \_\_\_\_\_ Presenter\*: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*\* the person who will be at the one Student Association meetings explaining this request*

## WHAT ARE THE STEPS I MUST TAKE IN REQUESTING ADDITIONAL?

- All requests are due by 4:00pm on Thursday in the Student Association office, CU 316, for them to appear on the following week's agenda.
- If you feel that it would make things clearer to members of the Student Association in decision-making, submit a financial breakdown of how you would like your budget to appear.
- You must attach a rationale if you feel it will help explain the reason for this request.

Is this a new or an already existing line? \_\_\_\_\_

Amount requested: \_\_\_\_\_ To line #: \_\_\_\_\_ Title: \_\_\_\_\_

What will the additional funds be used for? \_\_\_\_\_

Why isn't the initial amount in the line sufficient? \_\_\_\_\_

### Funding Source

Line #: \_\_\_\_\_ Title/Sub-line: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Decreased By: \$ \_\_\_\_\_

What effect will the reduction of funds in this line have on your organization or what is the reason for choosing this line?

### Additional Funding Source (if applicable)

Line #: \_\_\_\_\_ Title/Sub-line: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Decreased By: \$ \_\_\_\_\_

Reason/Effect: \_\_\_\_\_

"I approve this request on behalf of the organization that I represent."

\_\_\_\_\_  
*(Organization President)*