



# Budget Realignment Request

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

Date Received	Time Received
---------------	---------------

Account #: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Presenter\*: \_\_\_\_\_

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

Approved to Agenda

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Please provide the email address and phone number of the presenter in case there are further questions.*

### 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 may attach a rationale if you feel it will help explain the reason for this request.

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

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

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