

BUDGET MODIFICATION REQUEST

Student Government Association

Use this form to:

- apply for a loan or supplemental
- apply for a budget or budget restructure
- apply for conference funds
- request permission to generate revenue

Club _____

Person Submitting Request _____ Position _____

Email and Phone _____

Date _____

CATEGORY CHANGE

Category to be subtracted from _____

Amount \$ _____

Category to be added to _____

Explanation: _____

BUDGET MODIFICATION

Amount \$ _____

Type of Request:

- | | |
|--|---|
| <input type="checkbox"/> Request to generate revenue | <input type="checkbox"/> Budget restructure |
| <input type="checkbox"/> Supplemental | <input type="checkbox"/> Loan |
| <input type="checkbox"/> Conference funding | <input type="checkbox"/> Other |

Explanation: *Provide detailed information regarding expenses associated with your request or attach a line-by-line breakdown for new budget requests*

APPROVAL SIGNATURES

Club Treasurer _____ Date _____

SGA Vice President for Financial Affairs _____ Date _____

Budget & Finance Committee Representative _____ Date Approved _____

For Office Use Only:

Budget Checked ☐

Journal Entry Completed ☐

Reviewed by _____

☐ Approved by Senate (if applicable) on _____ SGA Account to Debit (if applicable) _____