

# 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) \_\_\_\_\_