



STUDENT ORGANIZATION BUDGET CHANGE FORM

 Name of Budget (Club name, ect.)

 Semester/Year

 Type of Change (Line Item or Category)

 Date of Budget Approval

 Print Club President or Treasurer Name

 Total Budget Amount

List information exactly as it appears in the original budget (the description as approved by the Board of Directors of the Student Activities Association). **The total amount to be changed must be less than 10% of the total budget.**

Cat #	Description as it appears in the budget	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List new information as you would like it to appear in the budget. The totals for the changes above must equal the totals listed below.

Cat #	Description as it appears in the budget	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 Club President or Treasurer Signature

 Student Activities Office

POLICY SD.021

STUDENT TRAVEL ARRANGEMENTS

Accounting Office Use Only				Entity _____	Sub _____	Sem _____	
From	Amount	To	Amount	From	Amount	To	Amount
G/L _____	_____	G/L _____	_____	G/L _____	_____	G/L _____	_____
G/L _____	_____	G/L _____	_____	G/L _____	_____	G/L _____	_____