

Amendment/Reapportionment Form

Organization: _____

Date Submitted: _____

Type of Request: (circle one) **Amendment** **Reapportionment**

(Note: **Amendment** means a reallocation of money that is already in your budget.

Reapportionment means a request for additional money before you have used all existing funds in your budget).

Amount of Request: (give detailed breakdown of amount)

If this is an amendment request, how do you want to reallocate money? (Please describe the character of this request. Which existing events are you deducting money from and how much money from each of those events is being deducted and then describe the new event the money is being used for and the details on how you will allocate money to this new event).

If this is a reapportionment request, please provide a detailed description of what you need additional funds for. (Provide an itemized breakdown).

Is this your first time requesting an amendment or reapportionment this semester?

Did you need money for this event during the last fiscal year? (2008-2009)

Organization President/Chair

Organization Treasurer