

REALLOCATION REQUEST FORM

AAS BUDGETARY COMMITTEE

INSTRUCTIONS. Fill out this form completely. No reallocation requests will be processed without this form. Reallocations can only be made for like items which have been *previously* approved in either club budgeting or through discretionary requests. You must meet with the AAS Treasurer to discuss your reallocation request, and can submit this form at the time of the meeting. Please do **NOT** submit it to the box outside the AAS office without previously speaking to the treasurer. If you have any questions, contact us at budgetary@amherst.edu

_____ (Name of Organization)

_____ (Name of Requestor)

_____ (Signature of Requestor)

_____ (Box #) _____ (Phone #) _____ (Email) _____ (Year)

ITEMIZATION OF REALLOCATION REQUEST

Source you are looking to take money from -actual item -club budget or discretionary fund -week (if from discretionary) and line item # (for both sources)	Where you want the funds to go --again, item, source, line item #, week when applicable	Amount
Total		

For AAS Use		
Received _____	Approved/Denied	Signature _____