

Pratt Student Involvement

Supplemental and Reallocation Budget Form for Clubs and Organizations

Date _____

Organization making request _____

Contact Person and e-mail _____

___ Reallocation ___ Supplemental

Does your organization still have money left in their budget? ___ Yes ___ No

If this is a reallocation, from what event do you wish to reallocate, and to which other event? Also, please state your reasons for the reallocation.

Amount of supplemental monies needed \$ _____

Why does your organization need supplemental money?

Please provide an invoice for all extra money requested.

For Official Use

Date received _____ Date approved by SGA _____ Date email Notification went to club and Assistant Director of Student Activities.

The following amount has been approved for the above organization. \$ _____.

Approved by _____ Student Government Representative

Will the monies be reallocated from another source ___ Yes ___ No

From where will be money be reallocated from? _____