

# **SGA Reallocation Request**

The following is an example email or attachment to submit a request for reallocation. Do not feel the need to follow the example verbatim, but do include:

- Amount being reallocated
- What line item (#) the amount is being taken from
- What line item (#) the amount is going to
- Reasoning

If you line reallocation follows the general idea of what the senate approved for you, and is:

- Under \$1500, the treasurer can approve it
- Under 50% of your remaining budget, the finance committee can approve it
- Otherwise, it must go to the full Senate for approval

If you have any question do not hesitate to email the SGA Treasurer.

**SAMPLE:**

**RE: SGA-CLUB Reallocation Request**

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The \_\_\_\_\_ club would like to reallocate \$XXX.XX from line item Y.Y to line item Z.Z because \_\_\_\_\_.

Sincerely,

\_\_\_\_\_