

Budget Modification Form

Instructions:

1. All budget modification forms must be submitted to the Student Affairs Business Office before the end of the fifth (5th) week of the semester.
2. Student Organization President, Treasurer, and Advisor signatures are all MANDATORY.
3. A modification can be a request to either change the specific use of funds or return funds that you do not anticipate spending.
4. A modification cannot request to use travel funds for event expenses or vice versa.
5. A modification cannot change an SFAB awarded event entirely, but may alter an event when necessary for valid reasons.

Please Print Legibly or Type

Date: _____

Student Organization Name: _____

Name of event to be modified: _____

Change Use

Return funds

Original Allocation for the event: \$ _____

Modified Allocation for the event: \$ _____

Briefly explain the modification request (what do you want to change and why?):

President

Date

Treasurer

Date

Advisor

Date