**REALLOCATION REQUEST FORM**

*Please fill out all information and return to SUFAC via e-mail to* *sosufac@uwgb.edu*

*The SUFAC Chair and Vice Chair will contact you if it’s determined that a presentation is needed.
Additional Forms are available online at* [*https://www.uwgb.edu/student-government/committees/segregated-fees-allocation/*](https://www.uwgb.edu/student-government/committees/segregated-fees-allocation/)

**SUFAC Guidelines require a breakdown of costs for all contractual events with cosponsors listing the total cost for the event and org contributions.**

|  |  |
| --- | --- |
| Student Organization | Org Representative(s) |
| E-mail(s) | Phone #(s) |
| Current Agency Balance |

|  |  |
| --- | --- |
| **Funds to be Moved From:** | **Funds to be Moved To:** |
|  Item: |  Item: |
|  Fund Type: |  Fund Type: |
|  Original Allocation: |  Original Allocation: |
|  Amount to be Moved: |  Amount to be Received: |
|  |  |
|  Item: |  Item: |
|  Fund Type: |  Fund Type: |
|  Original Allocation: |  Original Allocation: |
|  Amount to be Moved: |  Amount to be Received: |

**In addition to the reallocation form, the appropriate contingency form(s) should also be submitted to SUFAC in order to provide a more complete understanding of the requested change.**

Purpose: