Print Form

REQUEST FOR REALLOCATION OF FUNDS

This form must be used whenever a grantee wishes to:

- Add a travel budget when no travel budget currently exists
- Increase budgeted travel funds for additional travel not already approved by the LCSA
- Increase or decrease planned equipment expenditures
- Increase or decrease the amount of approved subagreements or consulting agreements (refer to the LCSA Grant Manual for procedures to add new agreements)
- Initiate unbudgeted expenditures requiring purchase orders of $1,000 or more.

THIS FORM IS NOT TO BE USED TO REQUEST ADDITIONAL FUNDS BEYOND THE CURRENT GRANT AMOUNT.

Fund Number: _____ Project Number: _____

Project Title: _____

Budget Category	Current Budget (a)	Revised Budget (b)	Net Change (b minus a)
Salaries/Hourly			
Payroll Benefits			
Equipment > $5,000			
Travel			
Student Tuition			
Supplies and Materials			
Subcontracts			
Consultants			
Other Direct Costs (In Detail)			
Column Totals			$0.00

Justification (attach additional sheets if necessary):

Concurrence:

Principal Investigator	Typed Name	Date
Department Head or Authorized Grantee Official	Typed Name	Date
LCSA Program Leader	Typed Name	Date