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| --- | --- |
| Date: |  |
| Name of Event/Project/Group requesting reallocation of funds: |  |
| Name of Financial contact |  |
| Contact phone number |  |
| Contact email |  |
| Alternate mode of contact (if applicable) |  |

*(Please refer to the funding approval letter you originally received from APIRG to answer the following.)*

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| Funding round in which funds originally approved:(i.e. Fall 2015) |
| Amount originally approved: |
| Purpose(s) funds originally approved for: |

Please attach the following documentation and complete questions on reverse:

* Updated budget for the Event/Project/Working Group
* Updated timeline for the Event/Project/Working Group

 *(Please note that updated timeline need only be attached if there was a substantive change to your groups’ originally submitted Event/Project/Working Group timeline)*

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| Amount of funding group is requesting be reallocated: |
| Reallocated funds to be used for (P*lease be as specific as possible):* |
| Reason for reallocation request? (*Please be as specific as possible):* |
| Deadlines pertinent to request? *(This lets us know how much time we have to make our decision)* |

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| For Office Use Only |
| Date request received |  |
| Staff person receiving request |  |
| All required additional information attached? *(Please note if any additional information still required)* |
| Reallocation approved by staff member? *(Which staff member?)* |
| Reallocation request to be sent to APIRG board? *(Date of board meeting)* |
| Reallocation request approved by board? *(Date request approved?)* *(Please note if any additional requirements for funding were requested by the board)* |
| Date group notified of reallocation decision: *(What method was used to contact group?)* |  |
| Notes: |