

Allotment Schedule Amendment

Use to move monthly budget allocation(s) from one month to another

Business Office Use Only

Check One: _____ AS _____ USU

Account No. _____

Group Name: _____

Account Title _____

Provide Reason for Schedule Adjustment: _____

Move Allotment FROM <i>Please Circle Month(s)</i>	Amount	Move Allotment TO <i>Please Circle Month(s)</i>	Amount
July	_____	July	_____
August	_____	August	_____
September	_____	September	_____
October	_____	October	_____
November	_____	November	_____
December	_____	December	_____
January	_____	January	_____
February	_____	February	_____
March	_____	March	_____
April	_____	April	_____
May	_____	May	_____
June	_____	June	_____

Authorized Signatures

Requested by:

Print Name
Signature
Date
Phone

Approved by:

Print Name
Signature
Date
Phone

POLICY ON STUDENT ORGANIZATION GRANT ALLOTMENTS

Each Associated Students grant is allotted to specific months which coincide with the timing of the program(s) funded. If an organization fails to spend the grant by the end of the corresponding period, unused funds will revert to the Associated Students. Period end dates are December 31, March 31 and May 31. To postpone the expenditure of a grant to a later month, the organization must complete this form. The form must be approved by the organization's Student Life and Development advisor and submitted to the A.S. Business Office no later than the last day of the period in which the grant was originally scheduled to be spent. For instance, to postpone the expenditure of a grant scheduled to be spent in January, February or March, this form must be submitted no later than March 31.

