

# Team Budget Reallocation Request

Team Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Prepared By: \_\_\_\_\_

## Current Budget Allocation

Category	Allocated Amount	Amount Spent	Remaining Balance
Personnel	_____	_____	_____
Equipment	_____	_____	_____
Travel	_____	_____	_____
Supplies	_____	_____	_____
Other	_____	_____	_____

## Proposed Reallocation

From Category	To Category	Amount	Reason
_____	_____	_____	_____
_____	_____	_____	_____

## Justification and Impact

\_\_\_\_\_

\_\_\_\_\_

## Approvals

Name	Position	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____

## Important Notes

- Ensure all reallocation requests are supported by sufficient justification.
- Check for compliance with organizational budget policies before submitting.
- All requested changes should be approved by relevant authorities.
- Attach any supporting documents or evidence if required.
- Submit this form to the Finance Department after obtaining necessary approvals.