

Team Budget Reallocation Request

Team Name:	<div></div>
Department:	<div></div>
Date of Request:	<div></div>
Prepared By:	<div></div>

Current Budget Allocation

Category	Allocated Amount	Amount Spent	Remaining Balance
Personnel	<div></div>	<div></div>	<div></div>
Equipment	<div></div>	<div></div>	<div></div>
Travel	<div></div>	<div></div>	<div></div>
Supplies	<div></div>	<div></div>	<div></div>
Other	<div></div>	<div></div>	<div></div>

Proposed Reallocation

From Category	To Category	Amount	Reason
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Justification and Impact

Approvals

Name	Position	Signature	Date
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

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.