

Budget Reallocation Request and Approval Form

Department/Unit:

Enter department/unit name

Request Date:

Request No.:

Auto-generated or enter manually

Prepared By:

Name

Position/Title:

Position or title

Reallocation Details

From Account	To Account	Description	Original Amount	Amount to Reallocate	New Balance
e.g., 5110 Su	e.g., 5210 Eq	Reason/desc			

Justification for Reallocation:

Provide a brief explanation for this reallocation request

Prepared By

Signature & Date
Department Head Approval

Signature & Date
Finance Approval

Signature & Date

Important Notes

- All reallocation requests must include clear justification and supporting details.
- Approval from both Department Head and Finance is mandatory before any fund movement.
- Ensure all figures are accurate to avoid discrepancies in financial records.
- Attach relevant supporting documents if required by policy.
- Retain a copy of the approved form for audit and tracking purposes.