

# The College of Wooster



## Reallocation Request

Name of Organization: \_\_\_\_\_

Funds being taken from which pre-approved event: \_\_\_\_\_

Amount of Money needed: \_\_\_\_\_

Date of event: \_\_\_\_\_ Title of Event: \_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

Wooster email address: \_\_\_\_\_

*\*If you answered yes, please provide a detailed explanation of your new event.*

Reason for Reallocation:          
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\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

For requests **up to \$75**, this request must be received at least **2 weeks** in advance.

For requests **between \$76 and \$500**, this request must be received **3 weeks** in advance.

For requests **over \$501**, this request must be received **5 weeks** in advance.

*\*Requests not received within the above listed time frames will not be considered.*

Return this completed form to Lowry Center and Student Activities Office, Campus Life Suite