

Date: _____

MEMORANDUM

TO: Mark Lane
VC, Administrative Services

VIA: _____
Dean or Director

FROM: _____
Division Chairperson or Unit Head

SUBJECT: **Request to Reallocate Tuition and Fee Funds**

FROM:
Account #: _____
Account Name: _____

TO:
Account #: _____
Account Name: _____

SUBTRACT

Student Help \$ _____
Other (Supplies/Equip) \$ _____

ADD

Student Help \$ _____
Other (Supplies/Equip) \$ _____

Brief justification for transfer of funds: