



## Budget Reallocation Request Form AmeriCorps\*Texas

*This is an example form. The text in blue is what sub-recipients will enter.*

Legal Applicant Name: **Test Legal Applicant**

Program Name: **Test AmeriCorps**

Staff Person Proposing the Changes: **Billy Test**

Date: **01/09/2018**

Reason for Reallocation:

**We have excess funds in Member Travel due to member carpooling.**

Proposed Changes: **CNCS Share**

### **Describe Proposed Reallocation**

**CNCS Share:**

**Decrease Member Travel: \$1,000**

**Increase Supplies: \$1,000 (2 new laptops @ \$500 each)**

**Grantee Share:**

**n/a**

### **Provide Explanation and Justification for the Proposed Reallocation**

**We would like to replace 2 more laptops than originally budgeted due to age and compatibility with current software.**

**Clarifications:**

To be completed by OneStar Staff:

OneStar approves this Budget Reallocation

OneStar denies this Budget Reallocation

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Grants Officer Signature

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Date