



UNIVERSITY of HAWAII®
LEEWARD
 COMMUNITY COLLEGE

DATE:

TO: Kelli Brandvold
 Vice Chancellor of Administrative Services

VIA: Vice Chancellor for Academic Affairs (as appropriate)

FROM: Division Chair / Unit Head (Admin Services) Dean (as appropriate)

SUBJECT: REQUEST TO REALLOCATE FUNDS

Please reallocate funds as noted below:

FROM: (Subtract)	TO: (Add)
Account Title:	Account Title:
Account Number:	Account Number:
Student Current Allocation:	Student Current Allocation:
Student Change Amount:	Student Change Amount:
Student Revised Allocation:	Student Revised Allocation:
Other Expenses Current Allocation:	Other Expenses Current Allocation:
Other Expenses Change Amount:	Other Expenses Change Amount:
Other Expenses Revised Allocation:	Other Expenses Revised Allocation:

Check one: One One-Time Reallocation Permanent Reallocation

Brief Justification for Funds Reallocation:

Approved Disapproved

 Kelli Brandvold, Vice Chancellor of Admin Services Date

Copy to: Fiscal Administrator
 Vice Chancellor of Admin Services
 Vice Chancellor for Academic Affairs