

BUDGET TRANSFER FORM

Date: _____

Request from _____ in department/grade _____

to transfer funds from account _____ - _____ - _____ - _____ - _____
(fund) (building) (object) (function) (project#)
into account _____ - _____ - _____ - _____ - _____
(fund) (building) (object) (function) (project#)

Amount of funds to be transferred: \$ _____ .00

Purpose/rationale for transfer: _____

 Signature of Requesting Person Supervisor's Signature

For District Office Use Only

- _____ Transfer amount requested is not available.
- _____ Transfer amount requested is available and within policy parameters. (B)
- _____ Transfer amount requested is available, but exceeds the Board approved limit.
Board action is required. (C)
- _____ Transfer would create an alteration in the function format of the adopted budget.
Board action is required. (D)
- _____ Transfer represents a transaction between funds.
Board action is required. (E)

 Business Manager District Administrator

 Board President Date