



MEMORANDUM

To: Daniel Combs
From: Donna Reynolds
Date: March 9, 2021
RE: Budget Amendment Request

1. I am requesting a budget amendment to move the remaining funds from function 13 to function 11, since there are no more staff development opportunities anticipated for the remainder of this school year, and we will need these funds to restock our paper inventory.

If approved, please move the following funds:

From: 199-13-6399-0000-109-11-0-059-0 \$1,524

To: 199-11-6399-0000-109-11-0-059-0 \$1,524

