



ALVIN INDEPENDENT SCHOOL DISTRICT

Dr. James "Red" Duke Elementary

*Emily Hall
Principal*

*Jennifer Marz
Asst. Principal*

*Crystal Bryant
Counselor*

August 31, 2020

Re: Transfer of Funds

Dear Dr. Daniel Combs,

I am respectfully requesting a transfer of \$1,300.00 to be taken from function 13, travel and subsistence for employees account and for the funds to be transferred into function 12, the library supplies. Currently there is \$1,200.00 in this account but we would like to increase that number for library supplies to \$2500.00. If agreed upon, please allow the transfer to be granted for the following:

- 199-13-6411-0000-115-11-0-065-0 (\$1300.00) transfer out
- 199-12-6399-0000-115-11-0-065-0 \$1300.00 transfer in

Sincerely,

Mary Karmoukos
Campus Secretary
Red Duke Elementary