

**BROWNWOOD ISD
BUDGET AMENDMENT/TRANSFER FORM**

BUDGET AMENDMENT/TRANSFER INSTRUCTIONS

1. Enter the account code and the dollar amount to be increased or decreased (even dollars only).
2. Reasons or justification for the request of budget transfer must be included.
3. Signature of employee requesting change.
4. Signature of Principal or Director approving the change.
5. A budget change must be approved by the Director of Finance.

Account Number	Explanation	WHOLE DOLLARS ONLY	
		Increase Amount	Decrease Amount
199 11 6XXX	End of Year Budget Amendments	\$200,000.00	
199 12 6XXX		\$45,000.00	
199 13 6XXX		\$10,000.00	
199 21 6XXX		\$20,000.00	
199 23 6XX		\$60,000.00	
199 31 6XXX		\$45,000.00	
199 51 6XXX		\$200,000.00	
199 53 6XXX		\$50,000.00	
199 00 5xxx			\$315,000.00
199 00 3xxx			\$315,000.00

Reasons or Justification for Request: End of Year Budget Amendments

Kati Burke
Requested by

8/8/2019
Date

Principal / Director Approval

Date

Business Office Use	
BA # _____	_____
Date Entered _____	_____

Director of Finance Approval _____ Date _____