

**Derby Board of Education  
Budget Transfer Request**

Location

DERBY HIGH SCHOOL

Date Requested

9/9/19

	Ldg X	Fund XX	Function XXXX	Program XXX	Location XX	Object XXX	Amount \$	Account Description	Category XXX
From	1	01	1100	117	30	124	7800 <sup>00</sup>	SALARY TEACHER SUB-DHS	104

	Ldg X	Fund XX	Function XXXX	Program XXX	Location XX	Object XXX	Amount \$	Account Description	Category XXX
To	1	01	1100	117	30	329	7800 <sup>00</sup>	INTERN PROGRAM	304

Explanation of why these monies are no longer needed for the purpose they were originally budgeted for.


- Budgeting Error
- Emergency
- Change of Priorities
- Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PAY FOR INTERN - SATU - PAIGE MCKINALEY - DHS

\_\_\_\_\_

  
Principal or Director


**Transfer Request**

Approved

Disapproved

\_\_\_\_\_  
Principal or Director

Transaction # \_\_\_\_\_

 9/12/19  
Business Manager < \$2500

Superintendent < \$5000

BOE > \$5000

Note: If the location is different on the account coding, please be sure that the other person signs prior to sending this to the business office or it will be returned and not processed.

Important: If the transfer is an emergency, be sure and contact the Business Manager immediately.