

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	Account Description	WHOLE DOLLARS ONLY	
		Increase Amount	Decrease Amount
199 - XX - 61XX	Payroll	\$237,223	
199 - 00 - 36XX	Fund Balance		\$237,223
199 - 52 - 6XXX	Security Equipment	\$30,000	
199 - 11 - 6XXX	SPED Supplies		\$30,000

Reasons or Justification for Request: 1 % Employee Incentive - December / Security Equipment - cameras/door access

Mitch Moore
Requested by

11/9/2020
Date

Principal / Director Approval
Approval

Date

Business Office Use	
BA #	_____
Date Entered	_____
Entered By	_____

Assistant Superintendent Approval _____ Date _____