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.

BA#

Date Entered

- 4. Signature of Principal or Director approving the change.
- 5. A budget change must be approved by the Director of Finance.

		WHOLE DOLLARS ONLY	
		Increase	Decrease
Account Number	Explanation	Amount	Amount
199 32 6XXX	End of Year Budget Amendments	\$20,000	
199 11 6XXX	End of Year Budget Amendments		\$20,000
Reasons or Justification for Request	End of Year Budget Amendments		
Mitch Moore	8/10/2020		
Requested by	Date		
Principal / Director Approval	Date		
Business Office Us			
DUSINESS CHICE US	F I		

Director of Finance Approval

Date