

### **Budget Transfer Authority**

1. The original will be filed in the business office with the second copy being forwarded to the originating department after final approval.
2. All “Budget Transfer Request” forms, when completed and approved by administrators and/or department directors, will be forwarded to the business manager for review. A determination will be made if funds are available for transfer (i.e., outstanding encumbrances or low fund balance).
3. Requests will be forwarded to the superintendent for approval. ~~If the request involves a transfer between levels of appropriation, a~~ resolution will be prepared for Board consideration.
4. The “Budget Transfer Request” form will be kept on file with the resolution and upon affirmative action by the Board.
5. The approved request will then be acted upon by the business office staff who will make the transfer.

# BUDGET TRANSFER REQUEST

Date \_\_\_\_\_

Fund	Function	Object	Building	Area	Decrease	Increase

**Explanation of Request** (Statement of need and purpose.)

---

---

---

**Requested by**

\_\_\_\_\_  
**Approved:** Administrator and/or  
Department Director

**Reviewed:**

\_\_\_\_\_  
Business Manager

5/27/10 | PH