

OSBA Model Sample Policy

Code: DBK-AR
Revised/Reviewed:

Recommended

Budget Transfer Authority

1. The Budget Transfer Request form will be filed in the business office with a 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. All requests will be forwarded to the superintendent for approval. A resolution will be prepared for Board consideration.
4. The completed and approved Budget Transfer Request form will accompany the resolution and upon affirmative action by the Board, be signed by the superintendent.
5. The business manager will process the transfer upon receipt of the approved request from the superintendent.

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

Approval:

Superintendent/Clerk