

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: DBK-AR

Adopted: *NEW*

BUDGET TRANSFER AUTHORITY

1. The "Budget Transfer Request" form is available on the TRSD intranet. The original will be filed in the business office.
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. If required, by Oregon Budget Law or Oregon Revised Statutes, a Board resolution is necessary, and upon affirmative action by the Board, be signed by the superintendent.
4. The approved request will then be acted upon by the business manager or designee who will make the transfer.