

REQUEST FOR TRANSFER OF FUNDS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

From time to time an emergency arises when an item is needed but was not included in the budget, or when insufficient funds were budgeted for an item. If such item is a necessity, you may request a fund transfer on this form, showing all necessary information. The Assistant Superintendent, Business/Personnel Services will give final approval of all intra-account transfers and the Board of Education will act on all inter-account transfers. If such items are approved, they will be requested on regular purchase order forms as if they appeared in the budget.

Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 3/17/2011
Name, Position

School/Bldg: Senior High School

Items to be Purchased: Graduation Music and End of Year Awards

State why the budget transfer is necessary: Reallocating Funds

Explain why funds are available for transfer: Money not needed in other accounts

Indicate below the accounts and amount involved:

OK
OK
JB

Amount	Transfer From:	Transfer To:
<u>\$225.00</u>	Acct No. <u>10-400-1342-125000-125-104-000</u> Title: <u>SH Vocal - Employee Travel</u>	Acct. No. <u>10-400-1411-125000-125-104-000</u> Title: <u>SH Vocal - General Supplies</u>
<u>\$255.00</u>	Acct No. <u>10-400-1341-256740-125-104-000</u> Title: <u>SH Vocal - Pupil Travel</u>	Acct. No. <u>10-400-1411-125000-125-104-000</u> Title: <u>SH Vocal - General Supplies</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 3/18/11

Date: 3/26/11

Date: 3/27/11

Date Approved or Disapproved by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

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Submitted by: Lee Ann Kitchell, Athletic Director Date: 3/24/2011
Name, Position

School/Bldg: Senior High

Items to be Purchased:

State why the budget transfer is necessary: Reimburse High School Account for P-Card Purchase

Explain why funds are available for transfer: Budgeted amount for AV repair needs

Indicate below the accounts and amount involved:

Table with columns: Amount, Transfer From (Acct No., Title), Transfer To (Acct No., Title). Includes handwritten 'BOE' and 'OK SS'.

Signature of Principal

Approved By Principal

Signature of Assistant Superintendent

Approved By Assistant Superintendent, B/PS

Signature of Superintendent

Approved By Superintendent

Date: 4/13/11

Date: 4/13/11

Date: 4/21/11

Date Approved or Disapproved by the Board of Education



REQUEST FOR TRANSFER OF APPROPRIATIONS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

From time to time situations arise when an item is needed but is not included in the current budget, when insufficient funds are budgeted or when errors are discovered. If a transfer becomes necessary, use this form and provide all necessary information. The Assistant Superintendent, Business/Personnel Services will process transfer requests in accordance with board policy. Principals and department heads are responsible to ensure that expenditures remain within their respective budget limitations.

Submitted by: Kathy Johnson, FCE teacher *OK (A.H.)* Date: 4/6/2011
Name, Position

School/Bldg: DC Everest Sr. High

Item/s to be Purchased: groceries

State why the budget transfer is necessary: groceries for the rest of the year

Explain why funds are available for transfer: funds not being used as initially intended

Indicate below the accounts and amount involved:

Amount	<i>BOE</i> Transfer From:	Transfer To:
<i>OK</i> <i>SS</i> \$100.00	Acct No. <u>10-400-1341-256770-135-000-000</u> Title: <u>Student travel</u>	Acct. No. <u>10-400-1411-135000-135-000-000</u> ✓ Title: <u>General supplies</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal Date: 4/8/11

[Signature]
Approved By Assistant Superintendent, B/PS Date: 4-11-11

[Signature]
Approved By Superintendent Date: 4-20-11

Date Approved _____ or Disapproved _____ by the School Board _____

Exhibit Approved: 8/26/80
Exhibit Revised: 1/27/09
KAG:ems

School Board
D.C. Everest Area School District
6300 Alderson Street
Weston, WI 54476

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REQUEST FOR TRANSFER OF APPROPRIATIONS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

From time to time situations arise when an item is needed but is not included in the current budget, when insufficient funds are budgeted or when errors are discovered. If a transfer becomes necessary, use this form and provide all necessary information. The Assistant Superintendent, Business/Personnel Services will process transfer requests in accordance with board policy. Principals and department heads are responsible to ensure that expenditures remain within their respective budget limitations.

Submitted by: Kathy Johnson, FCE teacher OK A.H.
Name, Position

Date: 4/6/2011

School/Bldg: DC Everest Sr. High

Item/s to be Purchased: groceries

State why the budget transfer is necessary: groceries for the rest of the year

Explain why funds are available for transfer: funds not being used as initially intended and to cover overdrafts

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
OK \$30.41	Acct No. <u>10-400-1342-135000-135-000-000</u> Title: <u>Employee Travel</u>	Acct. No. <u>10-400-1413-135000-135-000-000</u> ✓ Title: <u>Computer supplies</u>
OK \$44.59	Acct No. <u>10-400-1342-135000-135-000-000</u> Title: <u>Employee travel</u>	Acct. No. <u>10-400-1411-135000-135-000-000</u> ✓ Title: <u>General supplies</u>
OK \$133.95	Acct No. <u>10-400-1561-135000-135-000-000</u> Title: <u>Equip. Purchase-replace.</u>	Acct. No. <u>10-400-1324-254490-135-000-000</u> ✓ Title: <u>Maintenance Services</u>
OK \$266.05	Acct No. <u>10-400-1561-135000-135-000-000</u> Title: <u>Equip. purchase-replace</u>	Acct. No. <u>10-400-1411-135000-135-000-000</u> ✓ Title: <u>General supplies</u>

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/8/11

Date: 4/11/11

Date: 4-20-11

Date Approved _____ or Disapproved _____ by the School Board _____

D

REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Junior High

Items to be Purchased: Repair and maintenance of instruments

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
OK \$60.92	BOE Acct No. <u>10-300-1411-125000-125-103-000</u> Title: <u>JH Orchestra - Gen Supplies</u>	Acct. No. <u>10-300-1324-254410-125-103-000</u> Title: <u>JH Orchestra - Maintenance</u> ✓
OK \$0.25	Acct No. <u>10-300-1411-125000-125-102-000</u> Title: <u>JH Band - Gen Supplies</u>	Acct. No. <u>10-300-1342-125000-125-102-000</u> Title: <u>JH Band - Employee Travel</u> ✓
OK \$67.00	BOE Acct No. <u>10-300-1551-125000-125-102-000</u> Title: <u>JH Band - Equip Purchase</u>	Acct. No. <u>10-300-1324-254410-125-102-000</u> Title: <u>JH Band - Maintenance</u> ✓
SB	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal

Date: 4-11-11

[Signature]
Approved By Assistant Superintendent, B/PS

Date: 4-11-11

[Signature]
Approved By Superintendent

Date: 4-20-11

Date Approved or Disapproved by the Board of Education _____



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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Junior High

Items to be Purchased: Supplies and Instructional Materials

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK
OK
OK
LS

Amount	BOE	Transfer From:	Transfer To:
\$50.00	Acct No. 10-300-1341-256770-121-000-000	Acct. No. 10-300-1411-121000-121-000-000	✓
	Title: JH Art - Pupil Travel	Title: JH Art - Gen Supplies	✓
\$70.00	Acct No. 10-300-1341-256770-121-000-000	Acct. No. 10-300-1413-121000-121-000-000	
	Title: JH Art - Pupil Travel	Title: JH Art - Computer Supplies	✓
\$200.00	Acct No. 10-300-1324-254410-121-000-000	Acct. No. 10-300-1411-121000-121-000-000	
	Title: JH Art - Maintenance	Title: JH Art - Gen Supplies	
	Acct No. _____	Acct. No. _____	
	Title: _____	Title: _____	

Approved By Principal: [Signature] Date: 4-11-11

Approved By Assistant Superintendent, B/PS: [Signature] Date: 4-11-11

Approved By Superintendent: [Signature] Date: 4-20-11

Date Approved or Disapproved by the Board of Education _____



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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Junior High

Items to be Purchased: Music, Instructional Materials

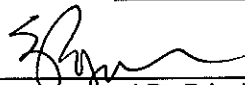

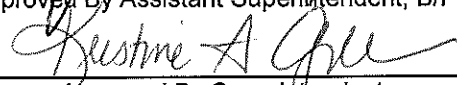
State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK
OK
LS

Amount	Transfer From:	Transfer To:
\$150.00	Acct No. <u>10-300-1342-125000-125-104-000</u> Title: <u>JH Choir - Employee Travel</u>	Acct. No. <u>10-300-1411-125000-125-104-000</u> ✓ Title: <u>JH Choir - Gen Supplies</u>
\$115.00	Acct No. <u>10-300-1341-256770-125-104-000</u> Title: <u>JH Choir - Pupil Travel</u>	Acct. No. <u>10-300-1411-125000-125-104-000</u> ✓ Title: <u>JH Choir - Gen Supplies</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____


 Approved By Principal Date: 4-11-11

 Approved By Assistant Superintendent, B/PS Date: 4-11-11

 Approved By Superintendent Date: 4-20-11

Date Approved or Disapproved by the Board of Education _____

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Senior High School

Items to be Purchased: Computer supplies, Cameras, lens, storage cabinet for cameras, repair on old cameras

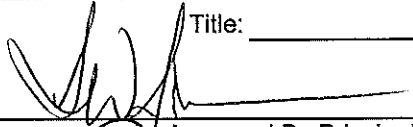
State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

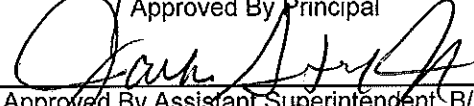
Indicate below the accounts and amount involved:

OK
OK
OK
SS

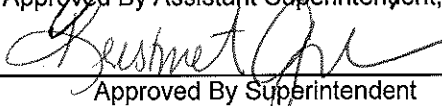
Amount	Transfer From:	Transfer To:
\$22.82	Acct No. <u>10-400-1411-121000-121-000-000</u> Title: <u>SH Art - Gen Supplies</u>	Acct. No. <u>10-400-1413-121000-121-000-000</u> ✓ Title: <u>SH Art - Computer Supplies</u>
\$5,100.00	Acct No. <u>10-400-1411-121000-121-000-000</u> Title: <u>SH Art - Gen Supplies</u>	Acct. No. <u>10-400-1551-121000-121-000-000</u> ✓ Title: <u>SH Art - Equip Purchase</u>
\$480.81	<u>BOE</u> Acct No. <u>10-400-1342-121000-121-000-000</u> Title: <u>SH Art - Employee Travel</u>	Acct. No. <u>10-400-1324-254410-121-000-000</u> ✓ Title: <u>SH Art - Maintenance</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____



Approved By Principal



Approved By Assistant Superintendent, B/PS



Approved By Superintendent

Date: 4/8/11

Date: 4/9/11

Date: 4/20/11

Date Approved or Disapproved by the Board of Education _____

D

REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Senior High School

Items to be Purchased: Instruments

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK

Amount	<u>BOE</u> Transfer From:	Transfer To:
<u>\$1,319.53</u>	Acct No. <u>10-400-1324-254410-125-103-000</u> Title: <u>SH Orchestra - Maintenance</u>	Acct. No. <u>10-400-1551-125000-125-103-000</u> ✓ Title: <u>SH Orchestra - Equip Purchase</u>

OK
SS

<u>\$425.00</u>	Acct No. <u>10-400-1411-125000-125-103-000</u> Title: <u>SH Orchestra - Gen Supplies</u>	Acct. No. <u>10-400-1551-125000-125-103-000</u> ✓ Title: <u>SH Orchestra - Equip Purchase</u>
-----------------	---------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/8/11

Date: 4/11/11

Date: 4/20/11

Date Approved or Disapproved by the Board of Education _____

D

REQUEST FOR TRANSFER OF FUNDS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Senior High School

Items to be Purchased: Instruments

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK
lls

Amount	Transfer From:	Transfer To:
\$240.00	Acct No. <u>10-400-1324-254410-125-104-000</u> Title: <u>SH Choir - Maintenance</u>	Acct. No. <u>10-400-1440-125000-125-104-000</u> Title: <u>SH Choir - Non Capt Equip Purch</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

Will need to create this account.

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/8/11

Date: 4/11/11

Date: 4/20/11

Date Approved or Disapproved by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

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Submitted by: Diane Goetsch, Fine Arts Coordinator
Name, Position

Date: 4/8/2011

School/Bldg: Senior High

Items to be Purchased: Computer Speakers, instruments

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK

Amount \$182.00 (BOE) Transfer From: Acct No. 10-400-1341-256740-125-102-000
Title: SH Band - Pupil Travel

Transfer To: what Acct. No. 10-400-1440-125000-125-102-000
Title: SH Band - Non Capt Equip

✓ will need to create this account

OK

Amount \$547.00 Acct No. 10-400-1411-125000-125-102-000
Title: SH Band Gen Supplies

Acct. No. 10-400-1440-12500-125-102-000
Title: SH Band - Non Capt Equip

Acct No. _____
Title: _____
Acct No. _____
Title: _____

Acct. No. _____
Title: _____
Acct. No. _____
Title: _____

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/8/11

Date: 4/11/11

Date: 4/20/11

Date Approved or Disapproved by the Board of Education _____



REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Senior High School

Items to be Purchased: Digital Cameras, lens, cases, cabinet to securely store cameras, memory cards

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

Amount	BOE	Transfer From:	Transfer To:
OK \$140.42	Acct No. 10-400-1434-222200-121-000-000	Title: SH Art - Periodicals	Acct. No. 10-400-1551-121000-121-000-000 ✓ Title: SH Art - Equipment Purchase
OK \$250.00	Acct No. 10-400-1324-254490-121-000-000	Title: SH Art - Maintenance Non Instr	Acct. No. 10-400-1551-121000-121-000-000 ✓ Title: SH Art - Equipment Purchase
OK \$950.00	Acct No. 10-400-1341-256770-121-000-000	Title: SH Art - Pupil Travel	Acct. No. 10-400-1551-121000-121-000-000 ✓ Title: SH Art - Equipment Purchase
OK \$140.00	Acct No. 10-400-1940-121000-121-000-000	Title: SH Art - Dues and Fees	Acct. No. 10-400-1551-121000-121-000-000 ✓ Title: SH Art - Equipment Purchase

[Signature] Approved By Principal Date: 4/8/11

[Signature] Approved By Assistant Superintendent, B/PS Date: 4/11/11

[Signature] Approved By Superintendent Date: 4/20/11

Date Approved or Disapproved by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Middle School

Items to be Purchased: Awards and music

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK

Amount	<u>BOE</u> <u>Transfer From:</u>	<u>Transfer To:</u>
\$107.18	Acct No. <u>10-200-1324-254410-125-102-000</u> Title: <u>MS Band - Maintenance</u>	Acct. No. <u>10-200-1411-125000-125-102-000</u> Title: <u>MS Band - General Supplies</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

✓
4/21/11

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/18/11

Date: 4/20/11

Date: 4/21/11

Date Approved or Disapproved by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Diane Goetsch, Fine Arts Coordinator
Name, Position

Date: 4/8/2011

School/Bldg: Middle School

Items to be Purchased: Personal Service and Instruments

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<u>\$80.00</u>	Acct No. <u>10-200-1341-256770-125-104-000</u> Title: <u>MS Choir - Pupil Travel</u>	Acct. No. <u>10-200-1310-125000-125-104-000</u> ✓ Title: <u>MS Choir - Personal Service</u>
<u>\$20.00</u>	Acct No. <u>10-200-1341-256770-125-104-000</u> Title: <u>MS Choir - Pupil Travel</u>	Acct. No. <u>10-200-1440-125000-125-104-000</u> ✓ Title: <u>MS Choir - Non Capt Equip</u>
<u>\$65.00</u>	Acct No. <u>10-200-1342-125000-125-104-000</u> Title: <u>MS Choir - Employee Travel</u>	Acct. No. <u>10-200-1440-125000-125-104-000</u> ✓ Title: <u>MS Choir - Non Capt Equip</u>
<u>\$38.00</u>	Acct No. <u>10-200-1411-125000-125-104-000</u> Title: <u>MS Choir - Gen Supplies</u>	Acct. No. <u>10-200-1440-125000-125-104-000</u> ✓ Title: <u>MS Choir - Non Capt Equip</u>

OK
OK
OK
OK
SS

-will need to create this account

4/21/11

[Signature]
Approved By Principal
[Signature]
Approved By Assistant Superintendent, B/PS
[Signature]
Approved By Superintendent

Date: 4/18/11
Date: 4/21/11
Date: 4/21/11

Date Approved or Disapproved by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Middle School

Items to be Purchased: Field trip bussing

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK
12

Amount	<u>BOE</u> <u>Transfer From:</u>	<u>Transfer To:</u>
\$82.14	Acct No. <u>10-200-1411-125000-125-103-000</u> Title: <u>MS Orchestra - Gen Supplies</u>	Acct. No. <u>10-200-1341-256770-125-103-000</u> Title: <u>MS Orchestra - Pupil Travel</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

✓
4/21/11

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/18/11

Date: 4/21/11

Date: 4/21/11

Date Approved or Disapproved by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/8/2011
Name, Position

School/Bldg: Middle School

Items to be Purchased: Personal Service and Instruments

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

OK
LS

Amount	Transfer From:	Transfer To:
\$80.00	Acct No. <u>10-200-1324-254410-125-104-000</u> Title: <u>MS Choir - Maintenance</u>	Acct. No. <u>10-200-1440-125000-125-104-000</u> Title: <u>MS Choir - Non Capt Equip</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

*will need to
create this
account
4/21/11*

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/18/11

Date: 4/21/11

Date: 4/21/11

Date Approved or Disapproved by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 4/11/2011
Name, Position

School/Bldg: Middle School

Items to be Purchased: Camera supplies and computer supplies

State why the budget transfer is necessary: Not enough money originally budgeted in this account

Explain why funds are available for transfer: Additional funds available in another account

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<i>OK</i> \$25.00 <i>BOE</i>	²⁰⁰ Acct No. 10-300-1324-254410-121-000-000 Title: MS Art - Maintenance	²⁰⁰ Acct. No. 10-300-1411-121000-121-000-000 ✓ <i>OK</i> Title: MS Art - Gen Supplies ✓
<i>OK</i> \$25.00 <i>BOE</i>	²⁰⁰ Acct No. 10-300-1324-254410-121-000-000 Title: MS Art - Maintenance	²⁰⁰ Acct. No. 10-300-1413-121000-121-000-000 Title: MS Art - Computer Supplies
<i>OK</i> \$200.00	²⁰⁰ Acct No. 10-300-1342-121000-121-000-000 Title: MS Art - Employee Travel	²⁰⁰ Acct. No. 10-300-1413-121000-121-000-000 ✓ <i>4/21/11</i> Title: MS Art - Computer Supplies
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/18/11

Date: 4/21/11

Date: 4/21/11

Date Approved or Disapproved by the Board of Education _____



REQUEST FOR TRANSFER OF APPROPRIATIONS

FORWARD ONE (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

From time to time situations arise when an item is needed but is not included in the current budget, when insufficient funds are budgeted or when errors are discovered. If a transfer becomes necessary, use this form and provide all necessary information. The Assistant Superintendent, Business/Personnel Services will process transfer requests in accordance with board policy. Principals and department heads are responsible to ensure that expenditures remain within their respective budget limitations.

Submitted by: Casey Nye, Principal Date: 4/11/2011
Name, Position

School/Bldg: DCE Middle School

Item/s to be Purchased: Technolog equipment for the building

State why the budget transfer is necessary: Insufficient funds in account

Explain why funds are available for transfer: Reallocation of funds for technology purchases

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
OK \$1,485.00	BOE Acct No. <u>10-200-1411-122110-122-000-000</u> Title: <u>General Supplies</u>	Acct. No. <u>10-200-1551-241000-241-000-000</u> ✓ Title: <u>Equip. Purch. Add.</u>
OK \$1,500.00	BOE Acct No. <u>10-200-1411-124000-124-000-000</u> Title: <u>General Supplies</u>	Acct. No. <u>10-200-1551-241000-241-000-000</u> ✓ Title: <u>Equip. Purch. Add.</u>
OK \$2,851.00	Acct No. <u>10-200-1324-254410-241-000-000</u> Title: <u>Maintenance Services</u>	Acct. No. <u>10-200-1551-241000-241-000-000</u> ✓ Title: <u>Equip. Purch. Add.</u>
OK \$789.86	Acct No. <u>10-200-1411-241000-241-000-000</u> Title: <u>General Supplies</u>	Acct. No. <u>10-200-1342-241000-241-000-000</u> ✓ Title: <u>Employee Travel</u>

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 4/11/11

Date: 4/12/11

Date: 4/20/11

Date Approved _____ or Disapproved _____ by the School Board _____

REQUEST FOR TRANSFER OF FUNDS

FORWARD **ONE** (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

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Submitted by: Thomas W. Johansen Name, Position Date: 4/15/2011

School/Bldg: Senior High


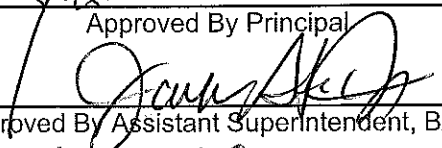
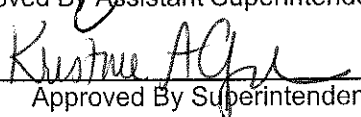
Items to be Purchased: ELL items

State why the budget transfer is necessary: Cover an over budgeted account

Explain why funds are available for transfer: Cover an over budgeted account

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
OK \$145.48	BOE Acct No. <u>10-400-1411-241000-241-000-000</u> Title: <u>General Supplies - Office of Principal</u>	Acct. No. <u>10-400-1411-129200-129-000-000</u> ✓ Title: <u>General Supplies - Bilingual/Bicultural</u> 4/21/11
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____


 Approved By Principal

 Approved By Assistant Superintendent, B/PS

 Approved By Superintendent

Date: 4/15/11
 Date: 4/21/11
 Date: 4/21/11

Date Approved _____ or Disapproved _____ by the Board of Education _____

REQUEST FOR TRANSFER OF FUNDS

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Submitted by: Rick Koepke, Principal Date: 4/15/2011

School/Bldg: Evergreen Elementary

Items to be Purchased: Office and Student Supplies

State why the budget transfer is necessary: Insufficient Funds to purchase needed items

Explain why funds are available for transfer: Printing costs came in lower than expected

Indicate below the accounts and amount involved:

Table with columns: Amount, Transfer From: Acct No., Title, Transfer To: Acct No., Title. Includes handwritten 'OK' and 'BDE' marks.

Approved By Principal, Approved By Assistant Superintendent, B/PS, Approved By Superintendent. Includes dates: 4/15/11, 4/21/11, 4/21/11.

Date Approved or Disapproved by the Board of Education