

REQUEST FOR TRANSFER OF FUNDS

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

NOV 18 2011

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: Paul Aleckson, Social Studies Coordinator Date: 11/8/2011
Name, Position

School/Bldg: Junior High School

Items to be Purchased:

State why the budget transfer is necessary: Funds no longer needed in employee & student travel-transfer to supplies for student resources

Explain why funds are available for transfer:

Indicate below the accounts and amount involved:

B.O.E.

Table with columns: Amount, Transfer From: (Acct. No., Title), Transfer To: (Acct. No., Title). Includes entries for \$150.00 and \$200.00 transfers from Social Studies-Pupil/Employee Travel to Social Studies-General Supplies.

Approved By Principal (Signature)

Date: 11/14/11

Approved By Assistant Superintendent, B/PS (Signature)

Date: 11/18/11

Approved By Superintendent (Signature)

Date: 11/19/11

Date Approved [] or Disapproved [] by the Board of Education

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

Date: 11/21/2011

School/Bldg: Middle School

Items to be Purchased: _____

State why the budget transfer is necessary: Reallocating funds to better meet the instructional needs of teachers

Explain why funds are available for transfer: _____

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<i>BOE</i> \$15.75	Acct No. <u>10-200-1411-125000-125-104-001</u> Title: <u>MS Choir Gen.Supplies</u>	Acct. No. <u>10-200-1324-254410-125-104-000</u> Title: <u>MS Choir maintenance</u> <i>DH</i>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal

Date: 12/2/11

[Signature]
Approved By Assistant Superintendent, B/PS

Date: 12/6/11

[Signature]
Approved By Superintendent

Date: 12/6/11

Date Approved or Disapproved by the Board of Education _____