

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: Steven Pophal Name, Position Date: 12/21/2010

School/Bldg: Junior High

Items to be Purchased: Replacement computers in Math Matters classroom

State why the budget transfer is necessary: Funds were held in the Office of Principal account in case of further budget cuts were necessary.

Explain why funds are available for transfer: See above.

Indicate below the accounts and amount involved:

OK JD

Amount	<u>BDE</u> Transfer From:	Transfer To:
\$10,620.00	Acct No. <u>10-300-1561-241000-241-000-000</u> Title: <u>JRH Office of Prin. Equip Replace</u>	Acct. No. <u>10-300-1561-124000-124-000-000</u> Title: <u>JRH Math Equip Replace</u>
	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal

Date: 12/21/10

[Signature]
Approved By Assistant Superintendent, B/PS

Date: _____

[Signature]
Approved By Superintendent

Date: 1/3/11

Date Approved or Disapproved by the Board of Education _____



JAN 19 2011

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: Diane Goetsch, Fine Arts Coordinator Date: 12/22/2010
Name, Position

School/Bldg: Middle School

Item/s to be Purchased:

State why the budget transfer is necessary: Balance Accounts

Explain why funds are available for transfer:

Indicate below the accounts and amount involved:

Table with columns: Amount, Transfer From, Transfer To. Includes handwritten 'BOE' and 'OK' notes.

Approved By Principal (Signature)

Approved By Assistant Superintendent, B/PS (Signature)

Approved By Superintendent (Signature)

Date: 1/7/11

Date: 1/10/11

Date: 1/11/11

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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Submitted by: Julianne Fondell Principal Easton/Hatley Date: 1/24/2011
Name, Position

School/Bldg: Easton/Hatley

Items to be Purchased: Office Supplies Midland Paper

State why the budget transfer is necessary: Currently there are two office accounts.

Explain why funds are available for transfer: We are transferring from one office account to the other to balance acc

Indicate below the accounts and amount involved:

Amount	<u>BOE</u> Transfer From:	Transfer To:
✓ JB \$382.85	Acct No. <u>10-101-1411-241000-241-000-000</u> Title: <u>Office of Prin - Gen Supplies</u>	Acct. No. <u>10-101-1411-110000-241-000-000</u> Title: <u>Unit - Office - Gen Supplies</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

Julianne E. Fondell
 Approved By Principal

[Signature]
 Approved By Assistant Superintendent, B/PS

[Signature]
 Approved By Superintendent

Date: Jan. 24, 2011

Date: Jan 25, 2011

Date: 1/25/2011

Date Approved _____ or Disapproved _____ by the Board of Education JAN 25 2011