

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: Mark Schommer, Math Coordinator Date: 10/19/2011
Name, Position

School/Bldg: High School

Items to be Purchased: _____

State why the budget transfer is necessary: Overcharge on initial estimate of costs

Explain why funds are available for transfer: The budget it is leaving from is a chosen cut from this year to accommodate the overage on costs.

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<u>B.O.E.</u> \$500.00	Acct No. <u>10-400-1324-254490-124-000-000</u> Title: <u>Maintenance Services</u>	Acct. No. <u>10-400-1551-124000-124-000-000</u> Title: <u>Math - Equipment Purchase</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	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: 10/24/11

Date: 10/25/11

Date: _____

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

D.C. EVEREST AREA SCHOOL DISTRICT
REQUEST FOR TRANSFER OF FUNDS

3161E-B

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Submitted by: Diane Goetsch, Fine Arts Coordinator Date: 10/25/2011
Name, Position

School/Bldg: Senior High School

Items to be Purchased: _____

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

Explain why funds are available for transfer: _____

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
<u>\$62.11</u>	Acct No. <u>10-400-1413-125000-125-101-000</u> Title: <u>SH Music Computer Supplies</u>	Acct. No. <u>10-400-1435-125000-125-101-000</u> Title: <u>SH Music Comp Software</u>
<u>\$650.00</u>	Acct No. <u>10-400-1413-125000-125-101-000</u> Title: <u>SH Music Comp Supplies</u>	Acct. No. <u>10-400-1342-125000-125-101-000</u> Title: <u>SH Music Employee Travel</u>
<u>\$211.50</u>	Acct No. <u>10-400-1341-256740-125-102-000</u> Title: <u>HS Band Pupil Travel</u>	Acct. No. <u>10-400-1324-254410-125-102-000</u> Title: <u>HS Band Maint-Instr Equip</u>
<u>\$400.00</u>	Acct No. <u>10-400-1341-256740-125-102-000</u> Title: <u>HS Band Pupil Travel</u>	Acct. No. <u>10-400-1551-125000-125-102-000</u> Title: <u>HS Band Equip Purchase</u>

B.O.E.

DJ

Approved By Principal

Approved By Assistant Superintendent, B/PS

Kushne A Helene
Approved By Superintendent

Date: 10-31-11

Date: 11/1/11

Date: 11/1/11

Date Approved or Disapproved by the Board of Education _____