

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: 9/30/2011
Name, Position

School/Bldg: Senior High School

Items to be Purchased: Remodeling expenses for Sr. High Art Room

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

Explain why funds are available for transfer: Additional funds being made available for this special project

Indicate below the accounts and amount involved:

B.O.E.

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
<u>\$7,000.00</u>	Acct No. <u>10-400-1411-121000-121-000-000</u> Title: <u>SH Art - Gen Supplies</u>	Acct. No. <u>10-400-1327-254300-241-000-000</u> Title: <u>SH Office Account</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

*ART ROOM
REMODEL
JG*

[Signature]
Approved By Principal

[Signature]
Approved By Assistant Superintendent, B/PS

[Signature]
Approved By Superintendent

Date: 9/30/11

Date: 10/10/11

Date: 10/10/11

Date Approved or Disapproved by the Board of Education _____

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

Date: 10/13/2011

School/Bldg: Mountain Bay Elementary

Items to be Purchased: _____

State why the budget transfer is necessary: No money originally allocated to this account

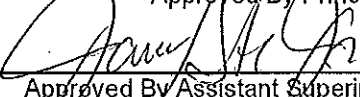
Explain why funds are available for transfer: _____

Indicate below the accounts and amount involved:


Amount	Transfer From:	Transfer To:
<i>B.O.E</i> \$80.75	Acct No. <u>10-108-1411-125000-125-000-000</u> Title: <u>General Supplies</u>	Acct. No. <u>10-108-1324-254410-125-000-000</u> <i>412</i> Title: <u>Equipment Maintenance</u>
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
_____	Acct No. _____ Title: _____	Acct. No. _____ Title: _____


Approved By Principal

Date: 10/18/11


Approved By Assistant Superintendent, B/PS

Date: 10/19/11


Approved By Superintendent

Date: 10/20/11

Date Approved or Disapproved by the Board of Education _____

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Submitted by: Susan Benes Date: 10/14/2011

School/Bldg: Rothschild

Items to be Purchased:

State why the budget transfer is necessary: Schofield Closing, Common School Funds put in with general funds.

Explain why funds are available for transfer: Schofield Closing

Indicate below the accounts and amount involved:

Table with columns: Amount, Transfer From: (Acct No., Title), Transfer To: (Acct No., Title). Includes handwritten amount \$3,061.87 and account numbers.

Signature: Ron Foreman, Approved By Principal

Date: 10-17-2011

Signature: Kristine Apple, Approved By Assistant Superintendent, B/PS

Date: 10/19/11

Signature: Kristine Apple, Approved By Superintendent

Date: 10/20/11

Date Approved or Disapproved by the Board of Education