



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 3161. Principals and department heads are responsible to ensure that expenditures remain within their respective budget limitations.

Submitted by: Patrick Phalen, principal Date: 2/8/10
Name, Position

School/Bldg: Mountain Bay

Item/s to be Purchased: _____

State why the budget transfer is necessary: to cover original budget amount that should have been there in the beginning

Explain why funds are available for transfer: \$ available in principal acct that should have been in unit 3 originally

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
OK 2300.79 (BOE)	Acct No. <u>10-108-1411-241000-241-000-000</u> Title: <u>D.O. Principal</u>	Acct. No. <u>10-108-110000-103-000-000</u> Title: <u>Unit 3</u>
OK 2000.00	Acct No. <u>10-108-1551-241000-241-000-000</u> Title: <u>O.O. Principal</u>	Acct. No. <u>10-108-1354-258000-241-000-000</u> Title: <u>Printing</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal Date: 2/8/10

[Signature]
Approved By Assistant Superintendent, B/PS Date: 2/5/10

[Signature]
Approved By Superintendent Date: 2/10/10

Date Approved _____ or Disapproved _____ by the School Board _____

6.4.-2



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Submitted by: Paul Aleckson Name, Position Date: 2/8/2010

School/Bldg: Senior High & Junior High

Item/s to be Purchased: General supplies

State why the budget transfer is necessary: Green Bay Packaging cardboard

Explain why funds are available for transfer: Less pup travel

Indicate below the accounts and amount involved:

ok
ok
ls

Amount	Transfer From:	Transfer To:
<u>\$400.00</u>	10-400-1341-256770-127-000-000 Title: <u>SH Soc. St. Pup Travel</u>	Acct. No. <u>10-400-1411-127000-127-000-000</u> Title: <u>SH Soc. St. Gen Supplies</u>
<u>\$400.00</u>	Acct. No. <u>10-300-1341-256770-127-000-000</u> Title: <u>JH Soc. St. Pup Travel</u>	Acct. No. <u>10-300-1411-127000-127-000-000</u> Title: <u>JH Soc. St. Gen Supplies</u>
	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]
Approved By Principal

Date: 2/10/10

[Signature]
Approved By Assistant Superintendent, B/PS

Date: 2/15/10

[Signature]
Approved By Superintendent

Date: 2/15/10

Date Approved _____ or Disapproved _____ by the School Board _____