

6.4.1.

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

3161E-B

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: Valerie Duerkop IMC Secretary Date: 2/23/2010  
Name, Position

School/Bldg: D.C. Everest Middle School

Items to be Purchased: Purchase library books

State why the budget transfer is necessary: Purchase new library books and balance accounts

Explain why funds are available for transfer: Money is available

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
<u>\$2,352.94</u>	Acct No. <u>10-200-1431-222200-220-000-000</u> Title: <u>AV-Visual Media</u>	Acct. No. <u>10-200-1432-222200-220-000-000</u> Title: <u>Library Books</u>
<u>\$12.00</u>	Acct No. <u>10-200-1433-222200-220-000-000</u> Title: <u>Newspapers</u>	Acct. No. <u>10-200-1439-222200-220-000-000</u> Title: <u>Other Media</u>
<u>\$13.00</u>	Acct No. <u>10-200-1433-222200-220-000-000</u> Title: <u>Newspapers</u>	Acct. No. <u>10-200-1432-222200-220-000-000</u> Title: <u>Library Books</u>
<u>\$6,359.00</u>	Acct No. <u>10-200-<sup>1551</sup><del>1541</del>-222200-220-000-000</u> Title: <u>Equipment Purchase Add</u>	Acct. No. <u>10-200-1432-222200-220-000-000</u> Title: <u>Library Books</u>

OK  
|  
12

SB

Approved By Principal  
[Signature]  
Approved By Assistant Superintendent, B/PS  
[Signature]  
Approved By Superintendent  
[Signature]

Date: \_\_\_\_\_  
Date: 2/24/10  
Date: 2-24-10

Date Approved  or Disapproved  by the Board of Education \_\_\_\_\_



# 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: Tony Pickar, Math CC *Tony R Pickar* Date: 3/9/2010  
Name, Position

School/Bldg: DC Everest Sr. High

Item/s to be Purchased: G Made Software

State why the budget transfer is necessary: insufficient funds

Explain why funds are available for transfer: funds not being used as initially intended

Indicate below the accounts and amount involved:

Amount	<u>BOE</u> <u>Transfer From:</u>	<u>Transfer To:</u>
<u>\$422.25</u>	Acct No. <u>10-400-1551-124000-124-000-000</u> Title: <u>Capital Equipment</u>	Acct. No. <u>10-400-1435-222200-124-000-000</u> Title: <u>Computer Software</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: 3-10-10

Date: 3/18/2010

Date: 3-19-2010


Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the School Board \_\_\_\_\_



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Submitted by: Scot Abel, Science CC  Date: 3/10/2010  
Name, Position

School/Bldg: DC Everest Sr. High

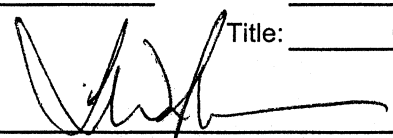
Item/s to be Purchased: Science Olympiad registration fees, Fritz Wenzel registration fees, ink cartridges

State why the budget transfer is necessary: insufficient funds

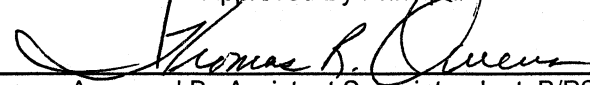
Explain why funds are available for transfer: not renewing all magazine subscriptions

Indicate below the accounts and amount involved:

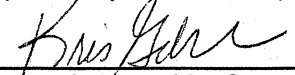
Amount	<u>BOE</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
OK \$336.11	Acct No. <u>10-400-1434-222200-126-000-000</u>	Title: <u>Periodicals</u>	Acct. No. <u>10-400-1940-126000-126-000-000</u> Title: <u>Dues and Fees</u>
OK \$68.89	Acct No. <u>10-400-1342-126000-126-000-000</u>	Title: <u>Employee Travel</u>	Acct. No. <u>10-400-1940-126000-126-000-000</u> Title: <u>Dues and Fees</u>
OK \$280.39	Acct No. <u>10-400-1440-126000-126-000-000</u>	Title: <u>Non-capital Equipment</u>	Acct. No. <u>10-400-1413-126000-126-000-000</u> Title: <u>Computer Supplies</u>
OK \$272.43	Acct No. <u>10-400-1411-126000-126-000-000</u>	Title: <u>General Supplies</u>	Acct. No. <u>10-400-1413-126000-126-000-000</u> Title: <u>Computer Supplies</u>

  
Approved By Principal

Date: 3/17/10

  
Approved By Assistant Superintendent, B/PS

Date: 3/19/10

  
Approved By Superintendent

Date: 3/19/10

Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the School Board \_\_\_\_\_



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Submitted by: Karen Wegge Name, Position Date: 3/15/2010

School/Bldg: DC Everest Junior High

Item/s to be Purchased: 2 Wrist Heart Rate Monitors

State why the budget transfer is necessary: Balance Accounts

Explain why funds are available for transfer: Unused funds in these accounts

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
OK \$73.00	Acct No. <u>10-300-1342-143000-140-000-000</u> Title: <u>Employee Travel</u>	Acct. No. <u>10-300-1411-143000-140-000-000</u> Title: <u>General Supplies</u>
OK \$156.00	Acct No. <u>10-300-1420-143000-140-000-000</u> Title: <u>Apparel</u>	Acct. No. <u>10-300-1411-143000-140-000-000</u> Title: <u>General Supplies</u>
OK \$350.00	<u>BDE</u> Acct No. <u>10-300-1324-254410-140-000-000</u> Title: <u>Maintenance Services</u>	Acct. No. <u>10-300-1411-143000-140-000-000</u> Title: <u>General Supplies</u>
JB	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]  
Approved By Principal

Date: 19 MAR 10

[Signature]  
Approved By Assistant Superintendent, B/PS

Date: 3/23/10

[Signature]  
Approved By Superintendent

Date: 3/23/10

Date Approved X or Disapproved

by the School Board MAR 23 2010