

Ask about receipt look up.
...with 30 days.



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: Jennifer Rauscher, Language Arts Coordinator Date: 3/3/2011
Name, Position

School/Bldg: Senior High

Item/s to be Purchased: Reimburse - Lit. Circle book coverings

State why the budget transfer is necessary: Reimburse IMC - See attached receipt

Explain why funds are available for transfer: _____

Indicate below the accounts and amount involved:

OK
28

Amount	<u>BOE</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
\$34.44		Acct. No. <u>10-400-1411-122000-122-000-000</u> Title: <u>SH - LA Gen. Suppl</u>	Acct. No. <u>10-400-1411-222200-220-000-000</u> Title: <u>SH - IMC Gen. Suppl.</u>
_____		Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
_____		Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
_____		Acct. No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature] Date: 3/5/11
Approved By Principal

[Signature] Date: _____
Approved By Assistant Superintendent, B/PS

[Signature] Date: 3/11/11
Approved By Superintendent

Date Approved _____ or Disapproved _____ by the School Board _____