

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

3161E-B  
6.4.-1

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: 11/5/2009  
Name, Position

School/Bldg: Junior High

Items to be Purchased: Bus trip to the Grand Theatre

State why the budget transfer is necessary: No money originally budgeted for this trip

Explain why funds are available for transfer: Reallocating funds to make the trip possible for students

Indicate below the accounts and amount involved:

OK  
LB

Amount	BOE	Transfer From:	Transfer To:
\$44.78		Acct No. <u>10-300-1411-121000-121-000-001</u> Title: <u>JH Art General Supplies</u>	Acct. No. <u>10-300-1341-256770-121-000-000</u> Title: <u>JH Art Pupil Travel</u>
		Acct No. _____ Title: _____	Acct. No. _____ Title: _____
		Acct No. _____ Title: _____	Acct. No. _____ Title: _____
		Acct No. _____ Title: _____	Acct. No. _____ Title: _____

*Randolph Kelly*  
Approved By Principal

Date: 6 Nov 09

*Thomas R. Clever*  
Approved By Assistant Superintendent, B/PS

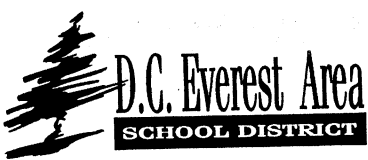
Date: 11/10/09

*Kristine A. Gilman*  
Approved By Superintendent

Date: 11/10/09

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

6.4.-2



# 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: Chad Pernsteiner, Construction Teacher  
Name, Position

Date: 10/9/2009

School/Bldg: DC Everest Sr. High

Item/s to be Purchased: sharpen tools, move a door in the shop, misc. general supplies

State why the budget transfer is necessary: maintenance costs higher than anticipated

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

Indicate below the accounts and amount involved:

JB  
OK  
23

Amount	Transfer From:	Transfer To:
<u>\$1,000.00</u>	Acct No. <u>10-400-1551-136610-136-000-000</u> Title: <u>Capital Equipment</u>	Acct. No. <u>10-400-1324-254490-136-000-000</u> Title: <u>Maintenance</u>
<u>\$1,000.00</u>	Acct No. <u>10-400-1551-136610-136-000-000</u> Title: <u>Capital Equipment</u>	Acct. No. <u>10-400-1411-136610-136-000-000</u> Title: <u>General Supplies</u>
_____	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: \_\_\_\_\_

Date: 10/30/09

Date: 11/2/09

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