REQUEST FOR TRANSFER OF FUNDS

PREPARE IN TRIPLICATE WITH TYPEWRITER. FORWARD TWO (2) COPIES TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY NOON 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: _____ Date: _____
Name Position

School: _____

Items to be Purchased: _____

State why the budget transfer is necessary: _____

Explain why funds are available for transfer: _____

Indicate below the accounts and amount involved:

Amount	Transfer From:	Transfer To:
$ _____	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
$ _____	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
$ _____	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____
$ _____	Acct. No. _____ Title: _____	Acct. No. _____ Title: _____

_____ Date: _____
Approved Principal

_____ Date: _____
Approved Assistant Superintendent/Business/Personnel Services

_____ Date: _____
Approved Superintendent

Date Approved or Disapproved by Board of Education _____

Exhibit Approved: 8/26/80
Exhibit Revised: 11/28/95
RWD:lk

Board of Education
D.C. Everest Area School District
6300 Alderson Street
Schofield, WI 54476