BUDGETARY TRANSFER REQUEST FORM
Warren County School District

Individual Requesting Transfer of Funds: **Barbara Cook**

Date: 12/5/2011   **Building:** **Central Office**

Budget Year: 2011-2012

Budget Request #1

The amount of funds requested for transfer from this account indicates more funds are available than required this year.

From(Cr):

This is the current "budget," amount not the current balance amount.

	BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
			SEE ATTACHED SCHEDULE			
			T O T A L C R E D I T S	**$ 1,087,430**	$ -	$ (1,087,430)

Budget Request #1

The amount of funds requested for transfer to this account indicates more funds are needed than estimated for this year.

To (Db):

This is the current "budget," amount not the current balance amount.

	BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
			T O T A L D E B I T S	**$ 1,087,430**	$ -	$ 1,087,430

Directions: This form is to be submitted by the individual who has "budget oversight responsibility" and the authority to transfer funds in accordance with Board Policy When it is determined that a specific budget account requires additional funds beyond those originally budgeted to meet approved/planned expenditures, a request may be made to transfer funds from a budget account that has "excess funds" available from what was estimated in the budget. Questions on any requested budget transfers should be forwarded to the Director of Business Services.

CENTRAL OFFICE APPROVAL: _____ DATE: _____