

BUDGETARY TRANSFER REQUEST FORM

Warren County School District

Individual Requesting
Transfer of Funds:

Amy Beers

A. Beers

Date: 3/4/2014

Building: SAMHS (02)

Budget

Year: 2014

Budget
Request
#1

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

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

From(Cr):						
BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer	
01-2380-000-21-02-000	610	Office of Principal - General Supplies	\$ 4,000	\$ 5,000	\$ 1,000	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
TOTAL CREDITS			\$ 4,000	\$ 5,000	\$ 1,000	

Budget
Request
#1

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

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

To (Db):						
BUN #	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer	
01-1100-000-21-02-000	610	Instructional Supplies	\$ 4,000	\$ 10,000	\$ 14,000	
TOTAL DEBITS			\$ 4,000	\$ 10,000	\$ 14,000	

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:

[Signature]

DATE:

3/7/14

ACT2 Budgetary Transfer Request Form

3/5/2014