BUDGETARY TRANSFER REQUEST FORM

Warren County School District

Individual Requesting Transfer of Funds:			James Case 3/	-		
Date:	11/19/2019	_	Building		12	
Budget Year:	2020	_		[This is the	current
Budget			The amount of funds requested for transfer from this	"budget," amount not		
Request	F(0-)	7	account indicates more funds are available than required this year.	•	- /	
#1	From(Cr):	-				
	BUN#	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
	0111100001112000	610	General Supplies	500.00	8,300.00	7,800.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
				#		0.00
			TOTAL CREDITS	500.00	8,300.00	7,800.00
Budget Request	est		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		
#1	To (Db):					
	BUN#	Acct #	Account Description	Amount of Transfer Requested	Current Budget Amount	Adjusted Budget After Transfer
	0123800001112000	530	Communications	500.00	0.00	500.00
						0.00
						0.00
						0.00
						0.00
	- 300					0.00
						0.00
						0.00
						0.00
						0.00
					1	0.00
			TOTAL DEBITS	500.00	0.00	500.00

<u>Directions</u>: This form is to be submitted by the individual who has <u>"budget oversight responsibility"</u> 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:

4.12.2017 ACT2 Budgetary Transfer Request Form DATE: 11/26/19

11/19/2019