

**Clackamas Education  
Service District**

Code: **DBK**  
Adopted: 05/20/09

**Budget Transfer Authority**

The adopted budget is a financial plan which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be made as follows:

**Intrafund Transfers**

Transfers between the levels of appropriation (e.g., functions 1000 - instruction, 2000 - support services, 3000 - community services) must be made by official resolution of the Board stating the need for the transfer, the purpose, and the amount.

The superintendent or designee has the authority to approve transfers between programs and/or object codes (e.g., 100 - salaries, 200 - benefits, 300 - purchase services, 400 - supplies) within the same level of appropriation.

**Interfund Transfers**

Transfers from the general fund to any other fund are authorized when completed by official resolution of the Board stating the need, the purpose, and the amount.

Appropriations transfers from any special revenue fund to the general fund or any other special revenue fund are prohibited.

END OF POLICY

---

**Legal Reference(s):**

[ORS 294.450](#)