

**Clackamas Education
Service District**

Code: **DBK-AR**
Revised/Reviewed: 05/20/09

Budget Transfer Authority

1. All Budget Transfer Request forms will be completed, approved according to program procedures, and forwarded to the fiscal services office for review and approval.
2. If the request involves a transfer between levels of appropriation, the request will be forwarded to the superintendent. If approved, a resolution will be prepared for Board consideration.
3. The Budget Transfer Request form will accompany the resolution and, upon affirmative action by the Board, be signed by the superintendent.
4. The approved request will then be acted upon by the director of fiscal services who will make the transfer.