

# Falls City School District 57

Code: **DBK-AR**

Revised/Reviewed: 1/28/93; 5/23/11

## **Budget Transfer Authority**

1. All "Budget Transfer Request" forms, requests will be forwarded to the superintendent for approval. If the request involves a transfer between levels of appropriation, a resolution will be prepared for Board consideration.
2. The "Budget Transfer Request" form will accompany the resolution and upon affirmative action by the Board, be signed by the superintendent/clerk.
3. The approved request will then be acted upon by the deputy clerk who will make the transfer.

**Budget Transfer Request**

Date \_\_\_\_\_

<b>Fund</b>	<b>Function</b>	<b>Object</b>	<b>Building</b>	<b>Area</b>	<b>Decrease</b>	<b>Increase</b>

**Explanation of Request**

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**Requested by**

\_\_\_\_\_  
Signature

**Approval**

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Superintendent/Deputy clerk