

Lake County School District 7

Code: **DBK-AR**

Revised/Reviewed: 12/13/10

Budget Transfer Authority

1. Requests will be forwarded to the superintendent in writing for approval. A resolution will be prepared for Board consideration.
2. The “Budget Transfer Request” will accompany the resolution and upon affirmative action by the Board, be signed by the superintendent.
3. The approved request will then be acted upon by the business manager who will make the transfer.