

North Marion School District 15

Code: **DBK-AR**
Adopted: 10/10/94
Readopted: 9/13/10

Budget Transfer Authority

1. All “Budget Transfer Request” forms, when completed and approved by administrators and/or department directors, will be forwarded to the business manager for review. A determination will be made if funds are available for transfer (i.e., outstanding encumbrances or low fund balance).
2. 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.
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 business manager who will make the transfer.

BUDGET TRANSFER REQUEST

Date _____

Fund	Function	Object	Building	Area	Decrease	Increase

Explanation of Request (Statement of need and purpose.)

Requested by

Approved: Administrator and/or
Department Director

Reviewed:

Business Manager

Approval:

Superintendent