



Budget Transfer Authority

1. The “Budget Transfer Request” original will be filed in the business office with the second copy being forwarded to the originating department after final approval.
2. 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).
3. Requests will be forwarded to the superintendent for approval. A resolution will be prepared for board consideration.
4. The approved request will then be acted upon by the business manager who will make the transfer.
5. If any transfer between functional areas or funds require board approval, per Oregon law, such actions shall occur prior to the end of the current fiscal year.

BUDGET TRANSFER REQUEST

Date _____

Fund	Function	Object	Building	Area	Decrease	Increase

Explanation of Request

Requested by

Approved: Administrator and/or
Department Director

Reviewed:

Business Manager

Approval:

Superintendent/Clerk