

**Warrenton Hammond
School District 30**

Code: **DBK-AR**
Revised/Reviewed: 10/12/10

Budget Transfer Authority

1. To request fund or function within fund transfers, a “Budget Transfer Request” form will be used. The form will be filed in the business office for consideration.
2. All “Budget Transfer Request” forms, will be reviewed by the superintendent and business manager. A determination will be made if funds are available for transfer.
3. Requests will be approved by the superintendent. A resolution will be prepared for Board consideration.
4. The “Budget Transfer Request” form will accompany the resolution and upon affirmative action by the Board, be signed by the superintendent.
5. 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 |
|-------------|-----------------|---------------|-----------------|-------------|-----------------|-----------------|
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Explanation of Request (Statement of need and purpose.)

Requested by

Approved: Administrator and/or
Department Director

Reviewed:

Business Manager

Approval:

Superintendent/Clerk