

**Willamette Education
Service District**

Code: **DBK-AR**
Revised/Reviewed: 1/26/10; 2/11/10
Orig. Code(s): DBK-AR

Budget Transfer Authority

1. The “Budget Transfer Request” form can be found on WESD’s Business Office Web site. This is a “fill-able” form online which can be printed and copies forwarded to:
 - a. The originating department after final approval;
 - b. The business office for filing in the appropriate fund folders for documentation purposes.
2. All “Budget Transfer Request” forms, when completed and approved by administrators and/or programs directors, will be forwarded to the Director of Fiscal Services for review. A determination will be made if funds are available for transfer.
3. Requests will be forwarded to the Superintendent for approval if the request involves a transfer between levels of appropriation. A resolution will then 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 and Board chair.
5. The approved request will then be acted upon by the Director of Fiscal Services or designee who will make the transfer.

Corrected 2/16/10

Willamette Education Service District
Budget Transfer Request
(Used for all budget changes)

Date: _____
Program: _____
Fund: _____
(Back-up documentation required and attached)

Requested by: _____
Department: _____
Net Change: _____

Explanation of Request:

Requested by signature

Date

Department Head or Program Services Signature

Date

Notes:

Director of Fiscal Services Signature

Date

Notes:

Request required superintendent signature Yes No
Request required Board appropriation approval Yes No

Superintendent Signature

Date

Notes:

Board Approval

Date