



Finance and Operations

Budget Transfer Request 20-2025

FY2025

Background and Purpose: Board of Education Policy 3110 allows for budget administrators to request transfers between accounts throughout the year, as long as funds are transferred WITHIN the same **broad** budgetary category: Salaries, Employee Benefits, Purchased Services, Tuition-Public In-State, Tuition-All Other, Supplies, Property, Utilities, Grounds Maintenance, Other. Transfer of funds BETWEEN these categories requires BOE approval and is outside the scope of this form. This form enables budget administrators to transfer funds within a category for accounts under their control, as long as an acceptable rationale for the transfer is provided. This completed form must be sent via e-mail from a member of the Administrative Team to the Finance Department. Upon approval, Finance will make the transfer and inform the requestor of completion. Please fill in the fields shaded in green.

Requested By (Must be a member of the Administrative Team):

Alison Pierce

Date Submitted:

6/12/2025

Reason for Transfer: *Please explain why the transfer is required and what the funds will be used for in the new location.*

End of Year Expenses Approved by BOE: New vehicle for the courier. Purchase not to exceed \$25,000

From			To		
Account	Account Description	Amount	Account	Account Description	Amount
<i>Example:</i>					
01.01114.641.205.000.5	Textbooks, Social Studies, HKHS	\$ 1,000	01.01103.641.205.000.5	Textbooks, Language Arts, HKHS	\$ 1,000
01.00000.205.000.000.5	Workers Comp	\$ 25,000	01.02540.730.303.000.5	New Equipment, Bldgs & Grounds	\$ 25,000
Total		\$ 25,000	Total		\$ 25,000

Please E-mail completed form to Kristine Pember, Accountant