

St. Francis Area Schools

Business Services
4115 Ambassador Boulevard NW, St. Francis, MN 55070
763-753-7040 • www.isd15.org

Budget Transfer Form

To be used when transferring budget, please follow the instructions below. Send completed form to director of Business Services.

School Year _____ Date _____ Printed name of person preparing form _____

Budget Transfer

To transfer unspent funds from one budget to another, such as, from one program or object code to another. **Funds must be rounded to the nearest dollar.**

Budget **CANNOT** be transferred to a different Fund, Building or Finance Code.

Budget Code funds are currently in	Budget Code to transfer funds to	Amount to Transfer	Reason for Transfer

Example: There is budget available in your instructional supplies account (object 430); however, additional funds are needed to cover expenses in your general supplies account (object 401).

Signature of person responsible for budget _____