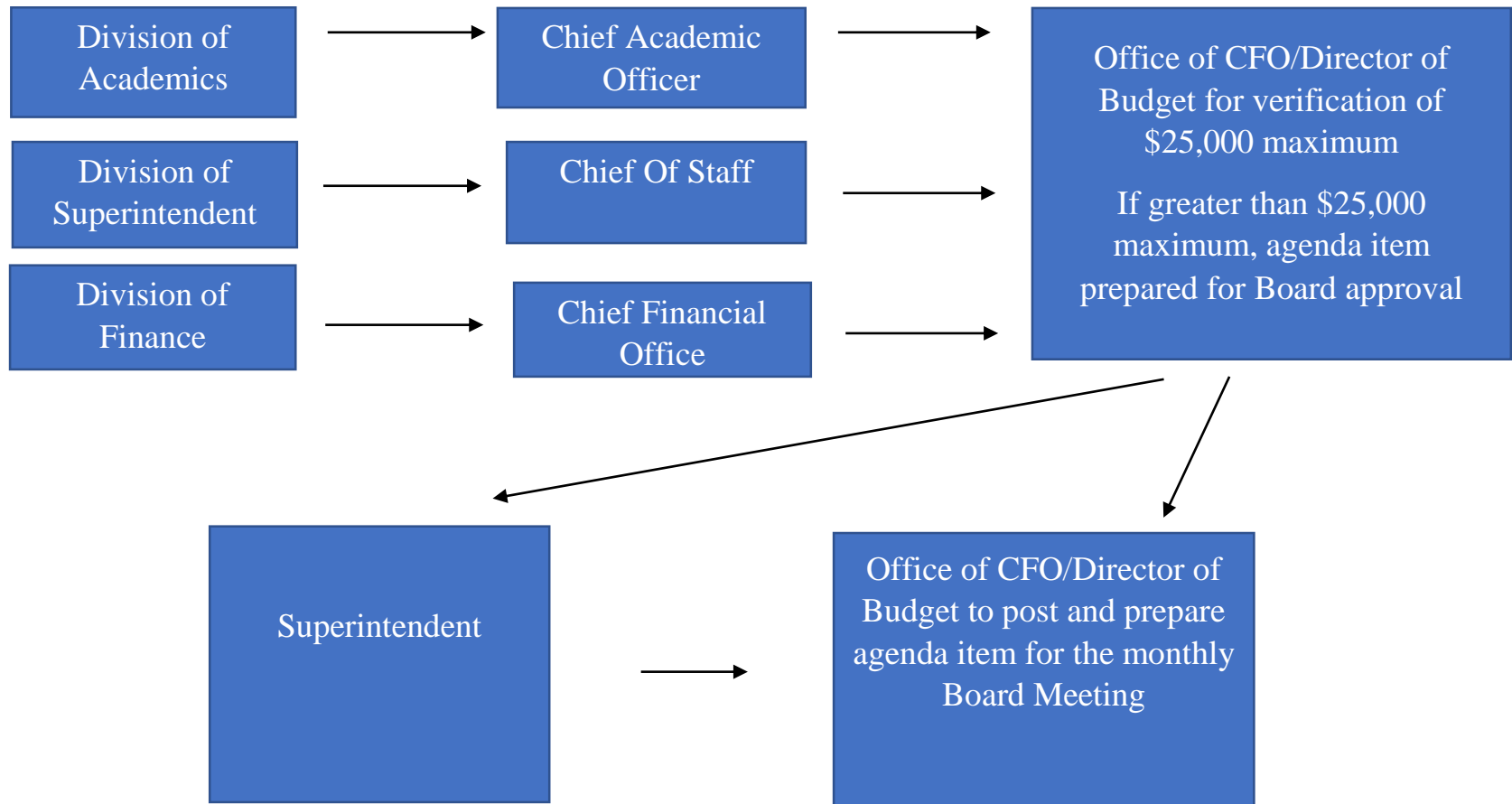




SSAISD General Fund Budget Amendment Approval Process

(A Budget Amendment is required when moving funds between functional spending categories)



Division Descriptions:

- Academics consists of Campus Principals, Curriculum & Instruction Budget Officers
- Finance consists of Technology, Maintenance & Business Operations Budget Officers
- Superintendent consists of Communications and Human Resources Budget Officers

Example of Budget Amendment request: **From Account:** 1XX-11-6XX-XX-6XX **To Account:** 1XX-12-6XX-XX-6XX