



## HERTFORD COUNTY PUBLIC SCHOOLS BUDGET TRANSFER REQUEST FORM

TRANSFER FROM:

BUDGET CODE							DESCRIPTION	CURRENT BALANCE	TRANSFER OUT	REMAINING BALANCE
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
TOTAL										\$ -

TRANSFER TO:

BUDGET CODE							DESCRIPTION	CURRENT BALANCE	TRANSFER IN	NEW BALANCE
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
TOTAL										\$ -
PURPOSE OF TRANSFER:									NET CHANGE(SHOULD EQUAL TO \$0.00)	\$ -

REQUESTED BY:

☐ APPROVED☐ NOT APPROVED

NAME

CHIEF FINANCE OFFICER SIGNATURE

DATE

TITLE AND LOCATION

☐ APPROVED☐ NOT APPROVED

FOR OFFICE USE ONLY:

BUDGET AMENDMENT PROCESSED

DATE PROCESSED

FILE NUMBER

SUPERINTENDENT SIGNATURE

DATE

NOTE: Transfers must be within the same fund, PRC Code, and Grant Year

Budget Code - F.XXXX.PRC.XXX.XXX.XXXXX.G

F=Fund; PRC= PRC Code; G=Grant Year

For Example: 3.5110.050.411.000.00000.4 (Fund 3 and PRC 050 Grant Year 4)