

# EDGEMONT UNION FREE SCHOOL DISTRICT BUDGET TRANSFER FORM

ROUTING SEQUENCE
<input type="checkbox"/> Local Administrator
<input type="checkbox"/> Superintendent
<input type="checkbox"/> Asst. Sup. Business
<input type="checkbox"/> Account Clerk

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TRANSFER AMOUNT	FROM (BUDGET CODE)	FROM (BUDGET CODE NAME)
	TO (BUDGET CODE)	TO (BUDGET CODE NAME)

REASON FOR TRANSFER: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Administrator

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SO AUTHORIZED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Superintendent

SO AUTHORIZED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Assistant Superintendent for Administration & Business

Note: The Superintendent or their designee is authorized to make budget transfers between line-item accounts so long as each transfer does not exceed \$10,000. Each transfer in excess of \$10,000 requires prior Board approval in advance of expenditure from such expense codes.

FOR BUSINESS OFFICE USE ONLY
Board Approval Required: <input type="checkbox"/> No <input type="checkbox"/> Yes; Date of BOE Approval: _____ Transfer #: _____
Date Transfer Executed: _____ By: _____