



SAU 70

Dresden, Hanover, and Norwich School District
Business & Finance
41 Lebanon Street, Suite 2
Hanover, NH 03755

Budget Transfer Request

Deliver to: Finance Office

From: _____ Date: _____ District: _____

Subject: Request to transfer funds, fiscal year _____.

I request the Budget Authority of \$ _____ to be transferred to:

(Account Description)

(Account #)

The corresponding Budget Authority will come from:

(Account Description)

(Account #)

Reason for over-expenditure – **Detailed as possible:**

Requester's Signature

Principal/Director Signature

TO BE COMPLETED AT THE SAU OFFICE

Funds are Available ____
Function Transfer ____

Funds are not Available ____

Approved: Teresa Taylor, Business Administrator