PERRIS UNION HIGH SCHOOL DISTRICT

Memo

DATE: July 9, 2025

TO: PUHSD Leadership, Requisitioners, and Athletic Directors

FROM: Dr. Jose Luis Araux, Superintendent

SUBJECT: **2025-26 Department/Site Budget and Expense Transfer Forms**

Fiscal Services will be reinstating the requirement for Transfer Forms for all budget and expense transfers, effective immediately.

This process will require signatures and approvals from both the Account Clerk and Site Administration prior to any transfer being processed.

Requiring these forms serves multiple important purposes:

- Ensures proper authorization and documentation of transfers
- Increases transparency and oversight at the department and site level
- Helps ensure that the administrative staff is fully informed of all budget activity

Additionally, any purchase requisition submitted with insufficient funds in the specified account will require a budget revision prior to approval in Galaxy. This ensures that all expenditures are properly funded and aligned with department and site budgets.

We appreciate your cooperation in supporting strong fiscal practices. If you have any questions or need a copy of the Transfer Form, please contact fiscal@puhsd.org.

JA:af

CC: Nymia Capistrano, Director of Fiscal Services