

STEPHANIE S. ELIZALDE ED.D.
SUPERINTENDENT OF SCHOOLS



April 7, 2026

INFORMATION

TO: Campus and Non-Campus Budget Managers and Contacts
FROM: Eduardo Ramos, Deputy Superintendent of Business Services
SUBJECT: 2025-2026 Cross-Functional Budget Transfer Deadline

The Texas Education Agency (TEA) requires that the expenditures should not exceed budget in any functional category. In order to adhere to these requirements, the district will stop processing all general operating fund budget transfers that cross functions. The deadline to submit cross-functional budget transfers will be on Thursday, April 30, 2026.

Budget managers (principals\directors\executive directors) and budget contacts (person who works on the budget on the behalf of the principal\director\executive director) for each organization should plan ahead to close the year and make any budget adjustments before the deadline.

If you have additional questions, please contact your budget analyst.

Thank you.