Ben Bolt – Palito Blanco ISD

Budget Transfer Request

INSTRUCTIONS:

1. Enter the account code and the dollar amount to be increased or decreased.
2. Provide reasons or justification for the budget transfer.
3. Ensure that the increase and decrease amounts net to zero.
4. Sign and date the request.
5. Submit the request to the business office for approval and processing.

FUND	FUNC	OBJ	SOBJ	ORG	PROG	Account Description	Decrease Amount	Increase Amount

Principal/Director Approval **Date**

Business Office Approval **Date**

Superintendent Approval **Date**

Business Office Use Only

Amendment #: _____

Date Entered: _____

Entered By: _____

Revised 10/26/2015