MONTICELLO CENTRAL SCHOOLS

SCHOOL YEAR/

BUDGET TRANSFER REQUEST:

THE BOARD OF EDUCATION PERMITS THE SUPERINTENDENT OF SCHOOLS, OR DESIGNEE, TO MAKE TRANSFERS AS AUTHORIZED IN BOARD POLICY NUMBER 6150 BETWEEN AND WITHIN FUNCTIONAL APPROPRIATIONS FOR....ORDINARY CONTINGENT EXPENSES WITHIN THE FOLLOWING LIMITS: \$5,000 PER INDIVIDUAL TRANSFER. AND UP TO \$15,000 FOR CUMULATIVE TRANSACTIONS TO ANY 'ONE SPECIFIC BUDGET CODE.

TRANSFER REQUESTS THAT EXCEED THE ABOVE LIMITS OR CONDITIONS WILL BE AT THE DISCRETION AND APPROVAL OF THE BOARD OF EDUCATION.

PLEASE NOTE: IF SUFFICIENT FUNDS ARE NOT AVAILABLE PURCHASE REQS WILL NOT BE PROCESSED

	REQUESTED BY:			_DATE://	
	SUPERVISOR / DIRECTOR APPROVAL			_DATE://	BE SPECIFIC ON REASONS (e.g.): Budget estimate insufficient. Unplanned expenditure.
AMOUNT	TO CODE NUMBER	CODE DESCRIPTION	FROM CODE NUMBER	CODE DESCRIPTION	SPECIFY REASON FOR TRANSFER

TRANSFER COMPLETED BY: _____