SCHOOL DISTRICT OF FORT•ATKINSON

AJE/BJE BATCH#:_____
**(To Be Assigned By Business Office)**

# 2009 – 2010

## BUSINESS OFFICE

## BUDGET TRANSFER / ADJUSTING ENTRY REQUEST FORM

This form is used to request a budget transfer **or** an adjusting entry to accounting. Any possible documentation associated with the request should be attached to this form. This may include copies of misclassified invoices or budget reports. Per Board of Education Policy #623.1, if the budget transfer request exceeds $3,000, alters the budget as approved at the annual meeting, or is an interfund transfer, it requires Board of Education approval. Please call the business office at 920.563.7800 if you have any questions.

**CHECK ONE:** **[ ] Budget Transfer** (To reallocate budget funds) **[ ] Adjusting Entry** (To correct/change previously posted transactions)

**REQUESTED BY**: _____ **DATE**: _____
(Staff Member)

_____ _____
(Building / Site) (Grade, Department, Program)

**From Account Number**:

_____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

_____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

_____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

**Total Amount From:** _____

**To Account Number**:

_____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

_____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

_____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

**Total Amount To:** _____

**RATIONALE / DESCRIPTION**

_____

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**PRINCIPAL'S APPROVAL**:_____ **DATE**: _____

**SUPERINTENDENT'S APPROVAL**:_____ **DATE**: _____

**BUSINESS MANAGER'S APPROVAL**:_____ **DATE**: _____

(Revised October 2009) **DATE OF BOE APPROVAL IF NEEDED:** _____ **Form ID: TRANSFER**