

# Gervais School District 1

Code: **DBK-AR**  
Adopted: 12/20/90  
Readopted: 7/15/93, 8/19/10

## **Budget Transfer Authority**

1. The "Budget Transfer Request" form will consist of two part sensitized paper. The original will be filed in the business office with the second copy being forwarded to the originating department after final approval.
2. All "Budget Transfer Request" forms, when completed and approved by administrators and/or department directors, will be forwarded to the business manager for review. A determination will be made if funds are available for transfer (i.e., outstanding encumbrances or low fund balance).
3. Requests will be forwarded to the superintendent for approval. A resolution will be prepared for Board consideration.
4. The "Budget Transfer Request" form will accompany the resolution and upon affirmative action by the Board, be signed by the superintendent.
5. The approved request will then be acted upon by the business manager who will make the transfer.

## BUDGET TRANSFER REQUEST

Date \_\_\_\_\_

Fund	Function	Object	Building	Area	Decrease	Increase

**Explanation of Request** (Statement of need and purpose.)

---



---



---

**Requested by**

**Approved:** Administrator and/or  
Director

Department

**Reviewed:**

\_\_\_\_\_  
Business Manager

**Approval:**

\_\_\_\_\_  
Superintendent/Clerk

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais School District office for additional information and/or compliance issues. Gervais School District's Director of Special Programs, 290 First Street, Gervais, OR, 97026 (503) 792-3801.*

5/27/10 | PH