

Complete the account codes with amounts in both the "Transfer From" and "Transfer To" areas and submit to Building Principal/Budget Manager for approval.

2020-21 Budget Transfer Request Form LUXEMBURG-CASCO SCHOOL DISTRICT

Note: enter Account Master, select Operating Stmt. Accts, correct year, select funds and activity to ensure fund is correct.

Transfer From Account Number (*Dollar amounts only-no cents*) :

Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount

Transfer To Account Number (*Dollar amounts only-no cents*) :

Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount
Fund	Location	Object	Function	Dollar Amount

Explanation:

Staff Name _____

Principal/Budget Manager Signature _____

Date _____

Submit completed form to the Business Office for Processing.