

**Nestucca Valley
School District 101J**

Code: **DBK-AR**
Revised/Reviewed: 9/08/97; 1/12/11
Orig. Code(s): DBK-AR

Budget Transfer Authority

1. The “Budget Transfer Request” form will consist of two part sensitized paper. The original will be filed in the accounting 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 building 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/clerk.
5. The approved request will then be acted upon by the deputy clerk who will make the transfer.