

HEREFORD INDEPENDENT SCHOOL DISTRICT BUDGET TRANSFER REQUEST FORM

RETURN TO:

Business Office
ATTN: Danielle Bartels

APPROVAL LEVEL REQUESTED:

SPOT REQUEST (Transfer within the same Function)

BOARD REQUEST (Transfer between different Functions)

_____ x _____

Fund	Activity	Func	Object	Dept.	Campus	Yr	Prog Int	Sub Dept	Account Description	Current Budget	Increase/ (Decrease)	Revised Budget
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REASON FOR THE REQUEST:

Director/Principal Approval	Date	Business Manager Approval	Date
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