# JORDAN SCHOOL DISTRICT

Patrice A. Johnson, Ed.D., Superintendent of Schools

West Jordan, Utah

### Intradistrict Communication

Date: December 4, 2017

To: All Elementary, Middle, and Traditional High School Principals

From: John Larsen, Business Administrator

 Dan Ellis, Director of Accounting, Budgets, and Audits

Subject: **December 2017 Budget Transfer Request**

If you would like to transfer budget between your postage, supply, textbook, technology supply and equipment budgets, please complete the following, sign and return to Dan by January 3, 2018. If Dan does not receive this back from you by January 3, 2018, Dan will assume no transfer is requested. The next opportunity to make such a transfer is June 2018.

Please increase these budgets by the amounts indicated:

|  |  |
| --- | --- |
| Postage 10-xxx-0050-2490-532 | $ |
| Supply 10-xxx-0050-1090-610 | $ |
| Textbook 10-xxx-0050-1090-641 | $ |
| Tech. Supply 10-xxx-0050-1090-650 | $ |
| Equipment 32-xxx-9932-4510-730 | $ |
| TOTAL INCREASES | $ |

By decreasing these budgets by the amounts indicated:

|  |  |
| --- | --- |
| Postage 10-xxx-0050-2490-532 | $ |
| Supply 10-xxx-0050-1090-610 | $ |
| Textbook 10-xxx-0050-1090-641 | $ |
| Tech. Supply 10-xxx-0050-1090-650 | $ |
| Equipment 32-xxx-9932-4510-730 | $ |
| TOTAL DECREASES | $ |

**Total increases must match total decreases!!**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_