

**Natalie Grange, CPA**  
**Accounting Administrator**

If you would like to transfer budget between your postage, supply, textbook, technology supply and equipment budgets, please complete the following form. You may submit this form at any time before February. **Transfers can not be processed after the end of January.**

School Name:

School Number:

Please **increase** these budgets by the amounts indicated:

Postage	10-xxx-0050-2490-532	<input type="text"/>
Supply	10-xxx-0050-1090-610	<input type="text"/>
Textbook	10-xxx-0050-1090-641	<input type="text"/>
Tech. Supply	10-xxx-0050-1090-650	<input type="text"/>
Equipment	32-xxx-9932-4510-730	<input type="text"/>
	TOTAL:	<input type="text"/>

By **decreasing** these budgets by the amounts indicated:

Postage	10-xxx-0050-2490-532	<input type="text"/>
Supply	10-xxx-0050-1090-610	<input type="text"/>
Textbook	10-xxx-0050-1090-641	<input type="text"/>
Tech. Supply	10-xxx-0050-1090-650	<input type="text"/>
Equipment	32-xxx-9932-4510-730	<input type="text"/>
	TOTAL:	<input type="text"/>

Principal:

Instructions: Email scanned form to [natalie.grange@jordandistrict.org](mailto:natalie.grange@jordandistrict.org).

You can also open and complete form in Adobe Acrobat, click the "Submit Budget Transfer" button to the left. If Adobe is connected to your email a draft email will be created to Natalie, with your completed form attached. Go to your email drafts and send to Natalie.