

**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 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 style="width: 250px; height: 25px;" type="text"/>
Supply	10-xxx-0050-1090-610	<input style="width: 250px; height: 25px;" type="text"/>
Textbook	10-xxx-0050-1090-641	<input style="width: 250px; height: 25px;" type="text"/>
Tech. Supply	10-xxx-0050-1090-650	<input style="width: 250px; height: 25px;" type="text"/>
Equipment	32-xxx-9932-4510-730	<input style="width: 250px; height: 25px;" type="text"/>
	TOTAL:	<input style="width: 250px; height: 25px;" type="text"/>

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

Postage	10-xxx-0050-2490-532	<input style="width: 250px; height: 25px;" type="text"/>
Supply	10-xxx-0050-1090-610	<input style="width: 250px; height: 25px;" type="text"/>
Textbook	10-xxx-0050-1090-641	<input style="width: 250px; height: 25px;" type="text"/>
Tech. Supply	10-xxx-0050-1090-650	<input style="width: 250px; height: 25px;" type="text"/>
Equipment	32-xxx-9932-4510-730	<input style="width: 250px; height: 25px;" type="text"/>
	TOTAL:	<input style="width: 250px; height: 25px;" 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.