# JORDAN SCHOOL DISTRICT

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

West Jordan, Utah

### Intradistrict Communication

DATE: December 14, 2016

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

FROM: John Larsen, Business Administrator

Heather Ellingson, Director of Accounting, Budgets, and Audits

SUBJECT: **December 2016 Budget Transfer Request**

If you would like to transfer budget between your postage, supply, textbook, and equipment budgets, please complete the following, sign and return to Heather by January 3, 2017. If Heather does not receive this back from you by January 3, 2017, Heather will assume no transfer is requested. The next opportunity to make such a transfer is June 2017.

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 | $ |
| 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 | $ |
| Equipment 32-xxx-9932-4510-730 | $ |
| TOTAL DECREASES | $ |

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

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

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

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