JORDAN SCHOOL DISTRICT

Anthony Godfrey, Ed.D., Superintendent of Schools

West Jordan, Utah

### Intradistrict Communication

Date: January 5, 2022

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

From: Daniel Ellis, Director of Accounting, Budgets, and Audits

Subject: **January 2022 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 Natalie Grange in Accounting by January 31, 2022. If Accounting does not receive this back from you by January 31, 2022, we will assume no transfer is requested. The next opportunity to make such a transfer is July 2022.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_