# JORDAN SCHOOL DISTRICT

Anthony Godfrey., Superintendent of Schools

West Jordan, Utah

### Intradistrict Communication

Date: May 29, 2020

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

From: John Larsen, Business Administrator

Derek Anderson, Director of Accounting, Budgets, and Audits

Subject: **July 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 Derek by June 19, 2020. If Derek does not receive this back from you by June 19, 2020, Derek will assume no transfer is requested. This transfer will be posted to the beginning supply budgets in FY20-21. The next opportunity to make such a transfer is January 2021.

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