

# Intradistrict Communication

Date: May 15, 2017

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

From: John Larsen, Business Administrator  
Heather Ellingson, Director of Accounting, Budgets, and Audits

Subject: **June 2017 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 July 3, 2017. If Heather does not receive this back from you by July 3, 2017, Heather will assume no transfer is requested. The next opportunity to make such a transfer is December 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: \_\_\_\_\_