

PLEASANTON UNIFIED SCHOOL DISTRICT
Accounting Department

BUDGET TRANSFER REQUEST

The Board of Trustees is adamant that detailed explanations accompany all budget transfers.

When submitting a transfer, please be very specific as to the reason, i.e.:

- Why is this allocation necessary?
- What purchases have you made or plan to make?
- Why is this account in deficit, etc.?

Justification:

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	Move Budget FROM Account	Amount	Move Budget TO Account	Amount
a				
b				
c				
d				
e				
f				
g				
h				
i				
	Total		Total	

Use this form when the amount you want to transfer appears in the Approved Budget column of your Financial Activity Report.

Originator's Signature

Date

Manager's Signature

Date