

INSTRUCTIONS FOR BUDGET TRANSFER REQUEST

In order to expedite processing Budget Transfer Requests, please follow these instructions:

- Provide a brief and concise description of Reason for Request.
- Check availability of funds through use of the eFinancePlus computer module for account balance look up (Applications, Fund Accounting, and Expenditure Ledger display).
- Submitted transfer entries affecting accounts without adequate funds will be returned unprocessed.
- It is very important that you complete all elements of the account code (that includes the program, location, etc.)
- Signatures Required on the budget transfer:
 1. Principal/Supervisor **will sign**, and then send directly to the administrator in charge of the category affected for signature/approval as follows:
 - a. **Category 01** - Superintendent of Schools, Assistant Superintendent of Fiscal Services & Human Resources, and Director of Information Technology
 - b. **Category 02, 03, 04 and 05** - Chief Academic Officer of Teaching, Learning and Professional Development; Executive Director of Supplemental School Programs; Directors of Information Technology; Learning Management Systems, and Student Services.
 - c. **Category 06** - Director of Special Education
 - d. **Category 07 and 08** - Director of Student Services
 - e. **Categories 09, 10, 11, 15, and 50** - Directors in the Department of Supporting Services
 2. The chief academic officer, executive director and/or director will sign the request and appropriately forward, if required, as follows:
 - a. **Categories 01, 02, 03, 04, 05, 06, 07, and 08** - Deputy Superintendent or Assistant Superintendent of Fiscal Services & Human Resources or Supporting Services
 - b. **Categories 09, 10, 11, 15, and 50** - Assistant Superintendent of Supporting Services
 3. The Assistant Superintendent and/or Deputy Superintendent will then forward the request to the Assistant Superintendent of Fiscal Services & Human Resources to review and approve before the budget request entry can be processed.
 4. If required, the Assistant Superintendent of Fiscal Services and Human Resources will forward the request to the Superintendent of Schools for approval of an object change.
- **Signature stamps, or copies, will not be accepted.**
- Properly completed and approved transfer requests will be posted at least weekly, upon receipt in the Fiscal Services Budget Office. Your accounts are updated when this is accomplished.

Incomplete or not properly approved requests, as well as those where funds are not adequate to cover the transfer, will be returned unprocessed with an explanation of correction action(s) needed.

- Category transfers **CANNOT** be made. These require both Board of Education and Board of County Commissioners' approvals. The list of categories is shown in your Chart of Accounts manual.

REMINDER:

The Budget Transfer form is in Excel format and will automatically total your increase/decrease columns per page.

To avoid lost and duplicated entries:

- **Do not attach Purchase Requisitions to the Budget Transfer.**
- All schools need to submit transfer requests prior to processing any purchase requisition and/or please pay order within your category accounts when you are warned by the system, or you are aware that the balances are not sufficient.
- All departments will need to submit transfer requests prior to processing any purchase requisition and/or please pay order within you category accounts when you are warned by the system, or you are aware that the balances are not sufficient.
- This will assist the Finance Department with being able to present monthly financial reports to BOE and BOCC without any accounts being reflected in the negative.
- These forms **should not** be FAXED; an original signed copy is required.

These restrictions are designed to avoid duplication.