

**SERIES 600  
FISCAL MANAGEMENT**

Administrative Exhibit 623.1

**BUDGET TRANSFER / ADJUSTING ENTRY REQUEST FORM**

This form is used to request a budget transfer or an adjusting entry to accounting. Any possible documentation associated with the request should be attached to this form. This may include copies of misclassified invoices, budget reports and/or a memo. Budget changes within function are allowed; however, if the budget transfer request exceeds \$3,000, alters the budget as approved at the annual meeting, or is an inter-fund transfer, changes will require Board of Education approval per Policy #623.1. Please call the Business Office at 608.655.3466 x 1002 if you have any questions.

**CHECK ONE:**             **Budget Transfer**  
                              (To reallocate budget funds)

**Adjusting Entry**  
                              (To correct / change previously recorded transactions)

**REQUESTED BY:** \_\_\_\_\_  
                              (STAFF MEMBER)  
  
\_\_\_\_\_   
                              (BUILDING / SITE)

**DATE:** \_\_\_\_\_  
                              (MM / DD / YYYY)  
  
\_\_\_\_\_   
                              (GRADE, DEPARTMENT, PROGRAM)

**FROM ACCOUNT NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)  
  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)  
  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)  
  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)

**TOTAL AMOUNT FROM:** \_\_\_\_\_

**TO ACCOUNT NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)  
  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)  
  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)  
  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
                                    (FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT) (AMOUNT)

**TOTAL AMOUNT TO:** \_\_\_\_\_



**RATIONALE / DESCRIPTION**

**SUPERVISOR'S APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DISTRICT ADMINISTRATOR'S APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BUSINESS MANAGER'S APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE OF BOE APPROVAL, IF NEEDED:** \_\_\_\_\_

Cross Reference: 620 Annual Operating Budget

Date of Adoption: January 25, 2012