

NORTH TONAWANDA CITY SCHOOL DISTRICT

ADMINISTRATIVE SERVICES

176 Walck Road North Tonawanda, New York 14120-4097

BUDGET TRANSFER SHEET

FISCAL YEAR _____

DIRECTIONS: Please indicate the proper amount, budget code numbers and code line identification when filing this form. In addition, an explanation justifying the transfer must be included. The explanation should state why the code was overspent. Submit the completed form to the Assistant Superintendent for Administrative Services who will return a copy once approval has been received.

Location/Building: _____

| FROM Budget Code Number / Code Line Identification | TO Budget Code Number / Code Line Identification | AMOUNT |
|---|---|---------------|
| | | |
| EXPLANATION: | | |

Principal/Dept. Head Signature / Date

Superintendent Signature / Date

Assistant Superintendent for Admin. Services Signature / Date

Board Approval Required? Yes
No

Posted _____ Date _____

Board Meeting Date: _____