

**Budget Transfer Authority Regulations**

1. The “Budget Transfer Request” will consist of two copies. The original will be filed with the official Board Minutes; the second copy will be filed in the business office.
2. All Budget Transfer Requests will be forwarded to the superintendent for approval. A resolution will be prepared for Board consideration.
3. The “Budget Transfer Request” form will accompany the resolution and upon affirmative action by the Board, be signed by the superintendent and Board Chair.
4. The approved request will then be acted upon by the business manager who will make the transfer.