

Office of Business and Financial Affairs
Saint Paul Public Schools
Saint Paul, Minnesota

Date: _____

Budget Transfer # _____

MEMORANDUM

TO: Executive Director of Business and Financial Affairs

FROM:

SUBJECT: Request for Budget Transfers

Please record the following budget transfers on the appropriate financial records of the school district.

<u>FROM:</u> CODE	DESCRIPTION	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____

<u>TO:</u> CODE	DESCRIPTION	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

REASON: _____

