

BUTLER AREA SCHOOL DISTRICT
Budget Transfer Request Form

Amount to Transfer:

\$

Account Number to Debit (Increase) (18 digits)

Account Number to Credit (Decrease) (18 digits)

Reason for transfer:

Vendor associated with need for transfer (if applicable):

X

Building Principal Signature & Date

X

APPROVED: Business Office Signature & Date

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**In order to proceed with the purchase order, the transfer must be input by the business office.