

OYSTER BAY-EAST NORWICH SCHOOLS  
1 MC COUNS LANE  
OYSTER BAY, NY 11771

**BUDGET TRANSFER REQUEST**

TO: Maureen Raynor  
Deputy Superintendent

FROM: \_\_\_\_\_  
(Administrator)

SCHOOL/DEPT. \_\_\_\_\_

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

RE: REQUEST FOR TRANSFER OF APPROPRIATED FUNDS  
BETWEEN BUDGET CODES.

<b><u>FROM BUDGET CODE</u></b>	<b><u>TO BUDGET CODE</u></b>	<b><u>AMOUNT</u></b>
Budget Code	Budget Code	
_____	_____	\$ _____
Prior balance in code	Available balance in code	
\$ _____	\$ _____	
Alpha description of code	Alpha description of code	
_____	_____	

**REASON FOR TRANSFER REQUEST: (In addition, attach e-mail response from Maureen Raynor)**

\_\_\_\_\_  
\_\_\_\_\_

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

**THE REMAINING PORTION OF THIS FORM WILL BE COMPLETED BY THE BUSINESS OFFICE:**

SUPERINTENDENT'S SIGNATURE (if  $\geq$  \$10,000): \_\_\_\_\_

POSTED BY: \_\_\_\_\_

BUDGET TRANSFER NUMBER AND DATE: \_\_\_\_\_

APPROVED BY BOE ON (if  $\geq$  \$10,000): \_\_\_\_\_

\* This will be presented to the BOE if the total transfers to either code have reached the \$10,000 threshold.