

**Orange Township Public Schools  
Budget Transfer Form**

DATE PROCESSED \_\_\_\_\_  
 FISCAL YEAR \_\_\_\_\_  
 DOCUMENT NUMBER \_\_\_\_\_  
 SYSTEM DATE \_\_\_\_\_  
**TO BE COMPLETED BY BUDGET DEPT.**

TYPE OF TRANSFER:  
 INTERNAL TRANSFER  
 (Fund, Program, Function, Object - same)  
  
 BUDGETARY TRANSFER  
 (Fund, Program, Function, Object different)

TRANSFERRED FROM : \_\_\_\_\_ (DEPARTMENT\SCHOOL)

ACCOUNT DESCRIPTION	FUND	PROG	FUNC.	OBJECT	LOC.	STRAT.	NTK	AMOUNT TO BE TRANSFERRED
								00
								00
								00
								00
								00
								00
								00
<b>TOTAL</b>								

TRANSFERRED TO : Location 027 - STEM (DEPARTMENT\SCHOOL) **BALANCED**

ACCOUNT DESCRIPTION	FUND	PROG	FUNC.	OBJECT	LOC.	STRAT.	NTK	AMOUNT TO BE TRANSFERRED
								00
								00
								00
								00
								00
								00
								00
<b>TOTAL</b>								

**JUSTIFICATION:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Ext. \_\_\_\_\_  
 Initiated By: \_\_\_\_\_  
 \_\_\_\_\_  
 Network\Division Head  
 \_\_\_\_\_  
 Accounting Department  
 \_\_\_\_\_  
 School Business Administrator

**Below signatures are required only if  
 transfer is Budgetary**

\_\_\_\_\_  
 Superintendent of Schools Approval Date