SANTA ANA UNIFIED SCHOOL DISTRICT
TRANSFER REQUEST PROCEDURES

Budget Transfers

Please send your budget transfer requests to the appropriate Budget staff (refer to SAUSD Resource Listing of Programs which can be accessed on District website https://www.sausd.us/Page/47007

"Request for Transfer of Funds" form and "Transfer Request Procedures" can be accessed on the District website, located in the Forms and Procedures section of the Budget department. Please make sure to include the following information on your email:

- Account number the funds will be transferred from
- Account number the funds will be transferred to ○ NOTE: All transfers must be within the same FundResource. Transfer of funds between different FundResources are not permitted.
- Dollar amount to be transferred
- A brief description with specifics of the proposed expenditure
- If a new account code needs to be set-up, please contact Budget staff prior to submitting a budget transfer request.
- Local Control Accountability Plan (LCAP) Goal, Action, and Service Number for proposed purchase.

Please ensure the site principal and/or department head are copied on all email transfer requests, otherwise your transfer request will not be processed.

Example – *Budget Transfer*:
Transfer budget in order to purchase microscopes for STEM lab. LCAP Goal 01, Action 1.07, Service 1.07001 STEM/STEAM Programs

		Increase Budget	Decrease Budget
010030-0-0000-2700-4330-xxx	Office Supplies		$100
010030-0-1324-1000-4300-xxx	Inst. Supplies	$100	

Please verify that you have enough funds in the account that you are transferring funds from prior to your transfer of funds request.

Actual Expenditure Transfers

If you find expenditures were incurred in the incorrect account an expenditure transfer should be requested. Please send your actual expenditure transfer requests to the appropriate Budget staff (refer to SAUSD Resource Listing of Programs which can be accessed on District website at https://www.sausd.us/Page/47007

Actual Expenditures can be transferred once they have been paid and appear in the 'Actual' column. Please include the following information on your request for transfer:

- Employee name, PO #, Vendor, date, and dollar amount to be transferred
- Account code used for original payment (Transfer From)
- Account code to transfer the expenditure (Transfer To) o Note: If you are moving actual expenditures to a categorical (Restricted) program, please verify with the Program Manager that the expenditure is allowed under the categorical program.

Please ensure the site principal and/or department head are copied on all actual expenditure transfer requests. Otherwise your transfer requests will not be processed.

Example – *Actual Expenditure Transfer*:
Move instructional supplies purchased from ABC Vendor, PO 12345, Title I funds to unrestricted discretionary funding:

	Move To	Move From
013010-0-1110-1000-4300-xxx Title I PO 12345 ABC		$100
010030-0-1111-1000-4300-xxx Unrestricted discretionary PO 12345 ABC	$100	

Please verify that you have enough funds in the account in which you are moving expenditures to.