

## Request for Budget Account

Department \_\_\_\_\_

Account Code \_\_\_\_\_

Budget for above account \$ \_\_\_\_\_

Amount to be transferred \$ \_\_\_\_\_

\_\_\_\_\_  
Originator

\_\_\_\_\_  
Principal Authorization

- **Supply accounts cannot exceed 10% of budget**
- **Library book accounts cannot exceed \$600-Secondary or \$300-Elementary**