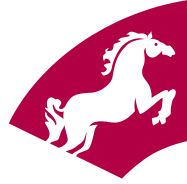


*This form is for transferring budget dollars from one account to another. This form is to be used for items that are not in the current school year's budget or for items that exceed the current approved budgeted amount.*

**PTSA  
Horace Mann Elementary**

Date Submitted:



**BUDGET REALLOCATION REQUESTS**

*Please Note: The Board of Directors will review all requests.  
Submit completed forms to the President(s) or Treasurer(s)*

Name of person submitting request: \_\_\_\_\_

Transfer budget dollars from \_\_\_\_\_ budget line to  
\_\_\_\_\_ budget line.

Amount Requested: \$ \_\_\_\_\_

Please explain why these funds are needed in the receiving budget line and why the funds will not be used in the originating line:

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

For PTSA Committees and Clubs only – Will anyone else be contributing toward this request (i.e. corporate sponsors, fund-raisers, parents)?

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

Signature \_\_\_\_\_

*Please do not write below this line*

Amount Approved \$ \_\_\_\_\_ **Note:** Receipts(s) will be requested prior to disbursement of funds

Comments \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_