

OLD ROCHESTER REGIONAL SCHOOL DISTRICT  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION 55  
Marion – Mattapoisett – Rochester

BUDGET TRANSFER REQUEST AND AUTHORIZATION

Request that the following transfer of funds be authorized:

FROM ACCOUNT#: \_\_\_\_\_ FY: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

TO ACCOUNT#: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

The reason(s) for making this request are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Request must be endorsed (where applicable) by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Business Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Transfer(s) within the same program may be authorized by the School Business Administrator, with the Superintendents authorization.

Transfer(s) between programs must be voted by the School Committee.

All transfers must be signed by the Superintendent of Schools.