



# **ATTENTION!** **NEW ELECTRONIC BUDGET TRANSFER REQUIREMENT**

**(SEE THE ATTACHED FORM AND USER GUIDES FOR  
STEP BY STEP DIRECTIONS)**

APS has begun migration from the current 3-ply hardcopy budget transfer form to the new electronic PDF budget transfer form (excluding grant & capital funds). It is a more efficient use of district resources and a user friendly way for budget transfers to be submitted electronically through an Adobe Acrobat PDF form that can be filled out, signed, and dated. The PDF budget transfer form along with user guides on how to email and how to sign the PDF budget transfer form are posted on our budget website listed below.



<http://www.aps.edu/finance/budget-strategic-planning>

**1. Fill out the  
budget transfer  
form**

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**2. Email the  
completed form  
to your Principal  
or Administrator**

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**3. Your Principal or  
Administrator  
will digitally sign  
and send the  
form to  
[budget@aps.edu](mailto:budget@aps.edu)**

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**4. A confirmation  
email will be sent  
upon completion**

## **BUDGET & STRATEGIC PLANNING**

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# Electronic PDF Budget Transfer

## Who will this impact?

All APS department and school personnel who use budget transfer forms (Administration, Clerical Support Staff, Principals, Managers, and Directors).

## What is involved?

1. Download the electronic PDF budget transfer form from <http://www.aps.edu/finance/budget-strategic-planning>
2. Enter transfer information and send to your site administrator and/or control agent approver for electronic signature approvals (**Control agent approval required if transfer amount is \$10,000 or more**).
3. Once all the signatures are added, press the yellow "Email Budget" button to send the electronic PDF budget transfer form to [budget@aps.edu](mailto:budget@aps.edu)

## When will this happen?

APS has begun migration from the current 3-ply hardcopy budget transfer form to the new electronic PDF budget transfer form. Schools and departments have been using the electronic PDF budget transfer form since July 2017. The current 3-ply hardcopy budget transfer form will be accepted until the end of October 2017 to allow everyone time to adjust to the new form.

## Where can I find support documentation?

Support documentation is located on the Finance - Budget and Strategic Planning Department page of the APS website, located here: <http://www.aps.edu/finance/budget-strategic-planning>, under "Electronic Budget Transfers" on the right side of the screen. **(Grant & Capital Funds Excluded)**

## Why are we making the change?

It is a more efficient use of district resources and is a user friendly way for budget transfers to be submitted electronically through an Adobe Acrobat PDF form that can be filled out, signed, and dated. Hand delivery or interoffice mail delivery of budget transfers will no longer be necessary.

## Do You Have Questions?



Please connect with your assigned budget contact listed below:

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