
HOW TO EMAIL A BUDGET TRANSFER PDF TO A SITE ADMIN APPROVER



***ALBUQUERQUE
PUBLIC SCHOOLS***

SAVE THE BUDGET TRANSFER PDF

The screenshot displays the Adobe Acrobat interface. The 'File' menu is open, with 'Save As...' selected. A 'Save As' dialog box is open, showing the file name 'Budget Transfer Form' and the file type 'Adobe PDF Files (*.pdf)'. The 'Save' button is highlighted. In the background, a 'REQUEST FOR BUDGET TRANSFER' form is visible, with fields for 'NUMBER' (203) and 'SCHOOL / DEPARTMENT NAME' (DENNIS CHAVEZ ELEMENTARY SCHOOL). The form includes a table with columns for 'ACCOUNTING UNIT', 'ACCOUNT', 'SUB ACCT', 'FTE', and 'DESCR'. Below the table, there are sections for 'Justification Required (Describe use of Funds)', 'Name of Originator', and 'PLEASE SEND ELECTRONICALLY TO YOUR BUDGET ANALYST'. A red dashed box highlights the 'FOR BUDGET OFFICE USE ONLY' section, which includes fields for 'DOCID', 'DATE IN', and 'DATE OUT'. A yellow box labeled 'EMAIL BUDGET' is also present.

21. In the upper left corner of the menu bar click on **“FILE”**.
22. After clicking on **“FILE”** select **“SAVE AS”** from the drop down menu.
23. A pop-up window will appear prompting you to select a location to save the budget transfer PDF.
24. After choosing a location to save the budget transfer PDF, click on the **SAVE** button.

EMAIL THE BUDGET TRANSFER PDF

25. Attach the saved budget transfer to a new email message and send it to your site administrator (Principal, Director, Manager, etc.) for approval. If the total amount is over \$10,000 it will need to be sent to your control agent approver for electronic signature after the budget transfer file is signed by your site administrator.

