



Do Not Cross Strategies

LAWSON & CMP LTD BUDGET TRANSFER REQUEST

TRACKING NUMBER

Date: _____ FY: _____ - _____ Request for Budget Transfer/Capital Funds

School/Department Number: _____ School/Department Name: _____

Company/Fund
(please check)

_____:3110 Go Bond _____:3190Tech Notes _____:3170 SB9 _____: 7102 Admin OH Modification
 _____:3111 Go Bond _____:3160 HB33 _____:3171 SB9 2014 _____:Other _____
 _____:311_ Go Bond 2014 _____:3161 HB33

	AC BCO # Finance Only	New Actvy (Check)	Co. Fund	CMP Code	Activity No.	Acctg Unit	Project Description	LTD Amount
FROM								
TO								
	AC BCO # Finance Only	New Actvy (Check)	Co. Fund	CMP Code	Activity No.	Acctg Unit	Project Description	LTD Amount
FROM								
TO								
	AC BCO # Finance Only	New Actvy (Check)	Co. Fund	CMP Code	Activity No.	Acctg Unit	Project Description	LTD Amount
FROM								
TO								
TOTAL LTD:								
<small>★ (or from attached excel backup spreadsheet)</small>								

Required Approval Matrix:	
Change of LTD Budget Scope greater than \$750,000	
Change of LTD Budget Scope less than \$750,000	
Reprioritization:	
Closed Project/Budget Reduction to Reserve:	
New Activity Transfer:	
Extra Collections Project:	
Other:	
Request Denied:	

Originator	CMP Dir.	CFS Dir.	AE Dir.	CFO	COO	Superintendent
X	X	X	X	X	X	X
X	X	X	X			
X	X	X	X	X	X	X
X	X	X	X	X	X	
X	X	X	X	X	X	X
X	X	X	X	X	X	X
Request Denied Notes:						

SIGNATURES:	
ORIGINATOR:	
CO ORIGINATOR:	
CMP DIRECTOR:	
CFS DIRECTOR:	
AE DIRECTOR:	
CFO:	
COO:	
SUPERINTENDENT:	



If more than 3 LTD BT's please provide excel back up.

If a YTD BT is needed, please submit to CFS.

Please submit all LTD BT forms to CFS for processing: Attention: LTD Analyst, Lincoln Complex

(ORIGINAL COPY -CFS LTD ANALYST)

(2ND COPY TO -CMP UPON COMPLETION)

(3RD COPY-SCHOOL/DEPT. UPON COMPLETION)

CMP COMMITTEE APPROVAL DATE

BOARD APPROVAL DATE