

MADISON COUNTY SCHOOL DISTRICT

MEMORANDUM

TO: _____

SCHOOL: _____

FROM: Kathie Childress
Purchasing Agent

DATE: _____

RE: Budget Overrun

The attached requisition(s) is (are) not being processed because the estimated total cost of the purchase exceeds the funds available in budget code(s):

Please complete the following section, initial, and return to the Finance Department **with your requisition(s)** or enter a different budget on the requisition(s) and re-submit.

FROM: _____

DATE: _____

RE: Budget Overrun

Transfer \$ _____ from Budget Code _____ to
Budget Code _____.

Transfer \$ _____ from Budget Code _____ to
Budget Code _____.

Transfer \$ _____ from Budget Code _____ to
Budget Code _____.

Transfer \$ _____ from Budget Code _____ to
Budget Code _____.

Transfer \$ _____ from Budget Code _____ to
Budget Code _____.

Transfer \$ _____ from Budget Code _____ to
Budget Code _____.