

# Richmond Public Schools



## Budget Transfer Request(s)

For Information Only

**AREA 1**

**ELEMENTARY  
EDUCATION**



# Richmond Public Schools

Budget and Financial Reporting

301 North 9<sup>th</sup> Street

Richmond, VA 23219

Phone: (804) 780-5477 Fax: (804) 780-5401



## Budget Change Request Form

Organization Name: Fairfield Court Elementary

Date of Request: 10/07/2011

Telephone Number: 804 780-4639

Fax Number: 804 780-4087

Account Codes (DECREASE)		Account Codes (INCREASE)	
FUND / FUNC / ORGN / PROG / OBJ /	AMOUNT	FUND / FUNC / ORGN / PROG / OBJ /	AMOUNT
100/1100/4207/1102/5812 materials/supplies	300.00	100/1310/4207/1198/5585 communications	300.00
<b>TOTAL DECREASE</b>	<b>\$300</b>	<b>TOTAL INCREASE</b>	<b>\$300</b>

### JUSTIFICATION FOR CHANGE

The funds will be used to cover payments for postage. Items such as stamps and shipping expenses.

### Levels of Approval

Approved

Disapproved

Signature / Authorized Budget Holder

Date



Signature / Cabinet Member

Date



Signature / Director, Budget & Financial Reporting

Date



Signature / Chief Operating Officer

Date



Signature / Superintendent of Richmond Public Schools

Date

PLEASE SUBMIT THE ORIGINAL FORM SIGNED IN BLUE INK

REVISED 10/2010



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## Budget Change Request Form

Organization Name: GINTER PARK

Date of Request: 10/12/2011

Telephone Number: 804-780-8193

Fax Number: 804-780-4313

100.1100.4211.1199.5612 materials  supplies	\$1000.00	100.1310.4211.1199.5711 staff development	\$1000.00
TOTAL DECREASE	\$1000	TOTAL INCREASE	\$1000

FUNDS NEED TO BE TRANSFERED SO THAT WE CAN CONTINUE HELP FUND ON GOING STAFF DEVELOPMENTS FOR THE GINTER PARK - MARY SCOTT ANNEX STAFF MEMBERS.

### Levels of Approval

Approved

Disapproved



Signature / Authorized Budget Holder

Date

10/13/11



Signature / Cabinet Member

Date

10/21/11



Signature / Director, Budget & Financial Reporting

Date



Signature / Chief Operating Officer

Date

10/24/11

Signature / Superintendent of Richmond Public Schools

Date



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Budget and Financial Reporting

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Richmond, VA 23219

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## Budget Change Request Form

Organization Name: Summer Hill Ruffin Road Date of Request: 10/14/11

Telephone Number: 780-5041

Fax Number: 319-3026

100.1100.4225.1102.5610 materials/ supplies	250.00	100.1310.4225.1199.5732 Travel	250.00
TOTAL DECREASE	\$250	TOTAL INCREASE	\$250

### JUSTIFICATION FOR CHANGE

To reimburse teachers for local travel.

### Levels of Approval

Approved

Disapproved



Signature / Authorized Budget Holder

10/14/11  
Date

Signature / Cabinet Member

Date



Signature / Director, Budget & Financial Reporting

10/17/11  
Date



Signature / Chief Operating Officer

Date

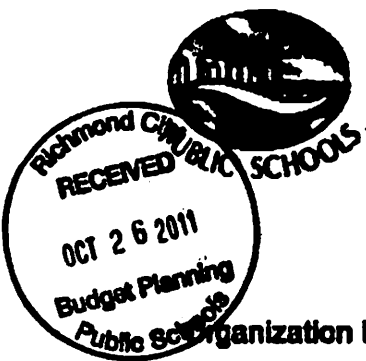


Signature / Superintendent of Richmond Public Schools

Date

**AREA 2**

**SECONDARY  
EDUCATION**



**Richmond Public Schools**  
Budget and Financial Reporting  
301 North 9<sup>th</sup> Street  
Richmond, VA 23219  
Phone: (804) 780-5477 Fax: (804) 780-5401



### Budget Change Request Form

Organization Name: **Armstrong High School**      Date of Request: **October 25, 2011**  
Telephone Number: **804-780-4449**      Fax Number: **804-780-4485**

Account Codes (DECREASE)		Account Codes (INCREASE)	
FUND / FUNC / ORGN / PROG / OBJ /	AMOUNT	FUND / FUNC / ORGN / PROG / OBJ /	AMOUNT
100..5301..5815 <i>materials &amp; supplies</i>	3000.00	100..5301..5711 <i>staff development</i>	3000.00
100..5301..5882 <i>addl office equipment</i>	1000.00	100..5301..5711 <i>staff development</i>	1000.00
<b>TOTAL DECREASE</b>	<b>\$4000</b>	<b>TOTAL INCREASE</b>	<b>\$4000</b>

#### JUSTIFICATION FOR CHANGE

In an effort to increase and enhance the capacity to provide best practice educational strategies for the staff at Armstrong High School, we have several Professional Development activities scheduled throughout the school year that will require additional monies.

		Levels of Approval	
Approved	Disapproved	<i>[Signature]</i>	<i>10-26-11</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signature / Authorized Budget Holder	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>	<i>11-1-11</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signature / Cabinet Member	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>	<i>11/2/11</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signature / Director, Budget & Financial Reporting	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>	<i>11/8/11</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signature / Chief Operating Officer	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signature / Superintendent of Richmond Public Schools	Date

PLEASE SUBMIT THE ORIGINAL FORM SIGNED IN BLUE INK

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# **AREA 3**

## **INSTRUCTION & ACCOUNTABILITY**





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Budget and Financial Reporting  
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Richmond, VA 23219  
Phone: (804) 780-5477 Fax: (804) 780-5401



## Budget Change Request Form

Organization Name: Virginia Preschool Initiative Program

Date of Request: 9/27/11

Telephone Number: 780-8585

Fax Number: 780-7605

Account Codes (DECREASE)		Account Codes (INCREASE)	
FUND / FUNC / ORGN / PROG / OBJ /	AMOUNT	FUND / FUNC / ORGN / PROG / OBJ /	AMOUNT
100....4233...5610 Instructional Supplies	6,000	100.1310.4233.7101.5139 Curriculum Supplement	6,000
100...4233...5540 Pupil Insurance	2,000	100...4233...5460 Consultant	2,000
<b>TOTAL DECREASE</b>	<b>\$8,000</b>	<b>TOTAL INCREASE</b>	<b>\$8,000</b>

### JUSTIFICATION FOR CHANGE

Transfer is needed in curriculum supplement to pay six lead teachers \$100 monthly stipends for organizing staff meetings and other lead teacher duties. Transfer is needed in consultants to pay consultant for EXCEL Project used in five VPI classrooms.

### Levels of Approval:

Approved

Disapproved



Signature / Authorized Budget Holder

Date

Signature / Cabinet Member

Date

Signature / Director, Budget & Financial Reporting

Date

Signature / Chief Operating Officer

Date

Signature / Superintendent of Richmond Public Schools

Date

# **AREA 8**

## **ADMINISTRATIVE & SUPPORT SERVICES**

Completed  
11/18/11

REVISÉ 10/2010