

Business/Non-Instructional Operations

Transfer of Funds

1. Transfers among object codes within a facility* (exclusive of personnel) must be authorized by the Superintendent of Schools. Transfers in excess of \$500 will be reported monthly to the Board of Education.

For example: From Putnam Elementary School *Instructional Supplies (611)*
To Putnam Elementary School *Textbooks (641)*

2. Transfers for personnel and transfers between major facilities* must be reviewed by the full Board of Education for action.

For example: From *School Facilities Fuel Oil (925)*
To *Transportation Repair and Maintenance (432)*

* *Facilities*

- 01 Putnam Elementary School
- 02 Putnam Middle School
- 03 Putnam High School
- 04 Superintendent's Office
- 05 Board of Education
- 06 District Wide
- 07 Communication and Information Department
- 08 Nursing Services
- 09 School Facilities
- 10 Transportation
- 21 Special Education

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system. (as amended by P.A. 13-60, An Act Concerning The Consolidation of Non-educational Services)

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PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut