Kansas City, Kansas School District
Budget Change Request form

TO: Director of Finance and Budgets

FROM:

SUBJ: Please make the following changes to my budget

DATE:

School: **Building #:**

Decrease the following budget(s):

Budget Number	Amount
Total	$ -

Increase the following budget(s):
Create the budget, if necessary.

Budget Number	Amount
Total	$ -

Budget Manager Signature:

_____

To the Budget Manager:
(1) Monies may not be moved between funds. (2) Total reductions must equal total increases. (3) Only the budget manager's signature will be accepted. (4) This request "MUST" be submitted to The Director of Finance and Budgets.