

# SCOTLAND COUNTY BOARD OF EDUCATION

## FORM FOR SUBMITTING INCREASES OR DECREASES TO BUDGET ALLOTMENTS

PROGRAM: \_\_\_\_\_ FISCAL YEAR \_\_\_\_\_

Account Description	Budget Code	Original Budget	Increase or (Decrease)	Revised Budget

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR FINANCE OFFICE USE ONLY**

Transaction # \_\_\_\_\_  
 Entry Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_