

**SCHOOL DISTRICT OF OKALOOSA COUNTY
TRANSFER OF FUNDS
SCHOOL BASED ALLOCATION**

MIS 3386
REV. 2/05

SCHOOL _____ CENTER # _____

PRINCIPAL'S SIGNATURE _____ DATE _____

TYPE OF TRANSFER:

_____ Change in Funding Only (<i>Do Not Send MIS 5041 to Personnel</i>)	A and B
_____ Cash in Vacated Position	A
_____ Cash in Hours for Existing Position (<i>Send required paperwork to Personnel</i>)	A
_____ Purchase New Position (<i>Send required paperwork to Personnel</i>)	B
_____ Purchase Additional Hours for Existing Position (<i>Send required paperwork to Personnel</i>)	B

S E C T I O N A	<u>EFFECTIVE DATE</u>	<u>HRS./DAY</u>	<u>VACATED JOB TITLE</u>				<u>POSITION NUMBER</u>		
	_____	_____	_____				_____		
				NAME (IF KNOWN)				<i>(For Personnel Use Only)</i>	
	<u>Amount Computed by Finance</u>		CREDIT:	<u>FUND</u>	<u>FUNCTION</u>	<u>CENTER</u>	<u>OBJECT</u>	<u>PROJECT</u>	
\$ _____			_____	_____	_____	_____	_____		
\$ _____			_____	_____	_____	_____	_____		

S E C T I O N B	<u>EFFECTIVE DATE</u>	<u>HRS./DAY</u>	<u>NEW JOB TITLE</u>				<u>POSITION NUMBER</u>		
	_____	_____	_____				_____		
				NAME (IF KNOWN)				<i>(For Personnel Use Only)</i>	
	<u>Amount Computed by Finance</u>		DEBIT:	<u>FUND</u>	<u>FUNCTION</u>	<u>CENTER</u>	<u>OBJECT</u>	<u>PROJECT</u>	
\$ _____			_____	_____	_____	_____	_____		
\$ _____			_____	_____	_____	_____	_____		

For Finance Use Only

New Employee to be Paid From:	<u>%</u>	<u>FUND</u>	<u>FUNCTION</u>	<u>OBJECT</u>	<u>CENTER</u>	<u>PROJECT</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

_____ No change to MIS 3386 - School responsible for crediting object 0102 (Other Comp.) or 0750 (Temp. Employee).

_____ Budget Amendment not required. MIS 3386 cancels MIS 3386 dated _____ for _____.

Approved By: _____ Date Sent to Personnel: _____

Special Authorization (If Required): _____ Date: _____