

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> <small>(For Personnel Use Only)</small>		
	_____	_____	_____	_____		
	NAME (IF KNOWN)			_____		
	<u>Amount Computed by Finance</u>	CREDIT:	<u>FUND</u>	<u>FUNCTION</u>	<u>OBJECT</u>	<u>CENTER</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> <small>(For Personnel Use Only)</small>		
	_____	_____	_____	_____		
	NAME (IF KNOWN)			_____		
		9 MO _____ 10 MO _____ 12 MO _____				
<u>Amount Computed by Finance</u>	DEBIT:	<u>FUND</u>	<u>FUNCTION</u>	<u>OBJECT</u>	<u>CENTER</u>	<u>PROJECT</u>
_____	_____	_____	_____	_____	_____	_____

<u>For Finance Use Only</u>						
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: _____	