

LIBRARY BUDGET TRANSFERS

Transferring from one budget category to another requires the approval of the director of Library Services. Call or email judycody@nisd.net (522-8190) explaining where you need to transfer from and to, and why.

- **Strive for as few transfers as possible by planning ahead, thus avoiding multiple small requests.**
- **While transferring from one budget area to another is possible in most cases, transferring from “books” will rarely be approved.**
- **Only whole dollar amounts may be transferred.**
- **Note: Audio visual equipment is not part of the library budgets. It is in the principal’s budget.**