

Transfers

In the Munis system, transfers within Function 12 (your library budgets) will be done by the bookkeeper.

- Transfer whole dollar amounts
- Permissible transfers:
 - From accounts for resources for students to other accounts for resources for students such as...
 - Books to AV software, periodicals, databases
 - AV software to books, periodicals, databases
 - Periodicals to databases, books, AV software
 - Databases to books, AV software, periodicals
 - From supply accounts: AV supplies (which is bulbs), and or supplies to Books, AV software, periodicals, databases
- Not permissible: From Books, AV software, periodicals, databases to supply accounts (AV supplies or supplies)
- Note: AV equipment is not a library budgeted item. Principals will need to fund AV equipment.