

FORM A-1: CLEARING ACCOUNT TRANSFER

NOTE: Make checks payable to *Mt. Diablo Unified School District* and send to Budget & Fiscal Services, Dent Center, with this form.

MT. DIABLO UNIFIED SCHOOL DISTRICT

TO: Budget & Fiscal Services

Money collected at _____ Middle School for the period of _____ to _____.

Site Budget to be Increased

	<u>Org Key</u> (Site Code)		<u>Object</u>	<u>Amount</u> (Whole dollars only)
Art.....	0703	10	4300	_____
Business Education.....	0780	10	4300	_____
Crafts.....	0704	10	4300	_____
Drafting.....	0792	10	4300	_____
Drama.....	0707	10	4300	_____
English.....	0706	10	4300	_____
Field Trips/Special Activities.....	0740	10	5890	_____
Foreign Language.....	0709	10	4300	_____
Home Economics.....	078	10	4300	_____
Instructional Supplies (student use).....	0700	10	4300	_____
Journalism/Publications.....	0708	10	4300	_____
Library – Books/Fines.....	2130	37	4210	_____
Library – Supplies (instructional or operating).....	2130	37	4300	_____
Mathematics.....	0712	10	4300	_____
Media Center – Supplies (instructional or operating).....	2125	37	4300	_____
Metal Shop.....	0796	10	4300	_____
Music – Instrumental.....	0713	10	4300	_____
Music – Vocal.....	0789	10	4300	_____
Office Supplies (administrative use).....	2210	39	4300	_____
Photography.....	0705	10	4300	_____
Physical Education.....	0720	10	4300	_____
Reading.....	0723	10	4300	_____
Science.....	0730	10	4300	_____
Social Studies.....	0735	10	4300	_____
Telephone.....	5275	39	5599	_____
Vending Machines (sanitary).....	5260	39	4300	_____
Wood Shop.....	0798	10	4300	_____

Other Budgets to Increase

Please note: you cannot add money to state and federal grants (program codes 3000-3599, 3700-3899, and 4600-4699).

(please indicate program)	(please complete the code)			
Textbooks.....	_____	10	4110	_____
Other Books.....	_____	10	4210	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Miscellaneous Income

(please indicate program)	(please complete the code)			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Dollars Transferred: \$ _____*

*Transfer the funds to the district in whole dollars; for example, \$189, **not** \$189.85.

Principal's Signature _____

Date _____