



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance

Melody Douglas, Chief Financial Officer

148 North Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 262-5846 Fax (907) 262-9645

July 9, 2007

MEMORANDUM

TO: Board of Education
FROM: Melody Douglas *Melody Douglas*
Chief Financial Officer
SUBJECT: Budget Transfers – FY07

Budget transfer 512, in the amount of \$51,000, has been requested by Soldotna Montessori Charter School to align the administrator salary with the correct account code structure.

Budget transfer 514 has been requested by Fireweed Academy Charter School as a year end adjustment of budgets to actual costs by these amounts: Teacher salaries, \$49,788; Teacher health care, \$19,765; Teachers Retirement System benefits, \$20,361; Nurse wages, \$15,812.

Budget transfer 603, in the amount of \$21,500, has been requested by the Instruction Department for payment of a consultant to assist in the development of a program for the performance-based high school (Peninsula Optional High School). Consultants are considered professionals; therefore, it is necessary to transfer funds from purchased services to professional services.

Budget transfer 622, in the amount of \$30,000, has been requested by the Student Transportation Department to adjust the fuel budget to address increased fuel costs of the Central Peninsula area bus operation.

Budget transfers 628, 629, 633, 634, 682 and 684 have been requested by the Business Office to adjust utility budgets for FY07. Specifically for natural/bottled gas in the amounts of \$12,519 at Ninilchik, \$16,720 and \$11,713 at Kenai Central High and \$14,259 at Kenai Alternative; for electricity in the amount of \$11,218 at Nikiski North Star Elementary, \$14,137 at Homer High, \$14,497 at Sears Elementary and \$14,575 at Kenai Alternative High School; water and sewer in the amount of \$16,807 at Seward High; and heating fuel in the amounts of \$12,641 at Chapman Elementary, \$20,919 at McNeil Canyon Elementary, \$10,345 at Homer High, \$37,011 and \$36,785 at Seward High and \$50,831 at West Homer Elementary.

Budget transfer 639 in the amount of \$13,132 has been requested by the Pupil Services Department for nurse's salaries to support the summer school program. Budget transfer 649 in the amount of \$25,000 has been requested by the Pupil Services Department to provide TEACCH training for Special Services teachers. TEACCH stands for Treatment and Education of Autistic and related Communication-handicapped CHildren and is a division of the University of North Carolina Department of Psychiatry.

Budget transfer 641 has been requested by the Business Office on behalf of schools for situations with long-term substitutes because of unfilled positions or employees with extended family medical leave. This transfer includes amounts of \$13,709 for Soldotna High; \$19,065 for Nikiski Middle/High; \$11,978 for Seward Elementary and \$12,577 for Tustumena Elementary.

Budget transfer 643 has been requested by the Information Services Department to purchase IP phones for school locations. These funds were originally budgeted in the telephone and supply accounts. Since the phones are considered equipment, the funds must be transferred to the appropriate equipment account in order to be used for that purchase.

A budget is a management financial plan used to estimate costs to deliver services in accordance with the District's Strategic Plan. It is sometimes necessary to make changes to the original plan, based on unexpected circumstances or changing program needs, through the use of budget transfers in accordance with Generally Accepted Accounting Principles (GAAP). Policies and procedures in conjunction with the District's internal control procedures have been established to facilitate all budget transfers.

These budget transfers exceed \$10,000; therefore, they require Board of Education approval per Board Policy 3120. The administration has given preliminary approval, pending review and approval by the Board. Approval by the Board of Education is recommended.

Enclosure

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

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BUDGET TRANSFER REQUEST

SCHOOL MONTESSORI CHARTER TRANSFER # 640003 DATE 05/31/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 374-64-4100-0000-4901	374-64-4330-0000-3294	132.00
2. 374-64-4100-0000-4901	374-64-4350-0000-3294	15.00
3. 374-64-4100-0000-4901	374-64-4400-0000-3172	100.00
4. 374-64-4100-0000-4901	374-64-4400-0000-3173	51,000.00
5. 374-64-4100-0000-4901	374-64-4400-0000-4200	7162.00
6. 374-64-4100-0000-4901	374-64-4450-0000-4200	60.00
	TOTAL:	58,469.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

TEMP NURSE SALARY
TEMP AIDE SALARY
TEMP CERTIFIED SALARY
ADMINISTRATOR SALARY
LONG TERM SUB-CERTIFIED TRAVEL
SUPPORT STAFF TRAVEL

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000512

TRANSFER REQUEST NUMBER

BUDGET TRANSFER REQUEST

SCHOOL FIREWEED ACADEMY TRANSFER # 680710 DATE 05/31/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 374-68-4100-0000-4901	374-68-4100-0000-3150	49,788.00
2. 374-68-4100-0000-4901	374-68-4100-0000-3511	19,765.00
3. 374-68-4100-0000-4901	374-68-4100-0000-3550	20,361.00
4. 374-68-4100-0000-4901	374-68-4330-0000-3220	15,812.00
	TOTAL:	105,726.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

1. TEACHER SALARIES
2. HEALTH CARE
3. TRS
4. NURSE WAGES

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000514

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

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BUDGET TRANSFER REQUEST

SCHOOL INSTRUCTION TRANSFER # 730791 DATE 06/07/07

TRANSFER FROM ACCOUNT NO. TRANSFER TO ACCOUNT NO. AMOUNT

1. 100-73-4100-0000-4402 100-73-4100-0215-4100 21,500.00

TOTAL: 21,500.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

COST OF CONSULTANT TO DEVELOP PERFORMANCE HIGH SCHOOL (PENINSULA OPTIONAL)
PROGRAM

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000603

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

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BUDGET TRANSFER REQUEST

SCHOOL ASST SUPT ADMIN SVCS TRANSFER # 720017 DATE 06/11/07

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TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
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1. 205-72-4760-0612-4501	205-72-4760-0612-4580	120.00
2. 205-72-4760-0612-4402	205-72-4760-0612-4580	30,000.00
	TOTAL:	30,120.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

1. PAY FUEL CHARGES FOR CENTRAL PENINSULA BUS OPERATION.
2. PAY FUEL CHARGES FOR CENTRAL PENINSULA BUS OPERATION.

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000622

TRANSFER REQUEST NUMBER

SCHOOL SOLDOTNA HIGH TRANSFER # 741055 DATE 06/12/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 100-09-4600-0000-4370	100-02-4600-0000-4370	12,519.00
2. 100-12-4600-0000-4370	100-02-4600-0000-4370	3487.00
3. 100-35-4600-0000-4370	100-02-4600-0000-4370	1992.00
4. 100-35-4600-0000-4370	100-05-4600-0000-4370	1919.00
5. 100-35-4600-0000-4370	100-07-4600-0000-4370	16,720.00
6. 100-37-4600-0000-4370	100-10-4600-0000-4370	3932.00
7. 100-40-4600-0000-4370	100-11-4600-0000-4370	183.00
8. 100-40-4600-0000-4370	100-31-4600-0000-4370	105.00
9. 100-40-4600-0000-4370	100-32-4600-0000-4370	585.00
10. 100-40-4600-0000-4370	100-45-4600-0000-4370	7743.00
11. 100-40-4600-0000-4370	100-46-4600-0000-4370	2558.00
12. 100-40-4600-0000-4370	100-48-4600-0000-4370	2280.00
13. 100-40-4600-0000-4370	100-76-4600-0000-4370	254.00
	TOTAL:	54,277.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

INCREASED COSTS OF NATURAL/BOTTLED GAS AT SCHOOL LOCATIONS FOR FY07

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000628

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

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BUDGET TRANSFER REQUEST

SCHOOL TEBUGHNA SCHOOL TRANSFER # 741056 DATE 06/12/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 100-01-4600-0000-4360	100-07-4600-0000-4360	7566.00
2. 100-01-4600-0000-4360	100-35-4600-0000-4360	5755.00
3. 100-01-4600-0000-4360	100-48-4600-0000-4360	4018.00
4. 100-01-4600-0000-4360	100-49-4600-0000-4360	1366.00
5. 100-03-4600-0000-4360	100-52-4600-0000-4360	11,218.00
6. 100-05-4600-0000-4360	100-53-4600-0000-4360	2429.00
7. 100-05-4600-0000-4360	100-56-4600-0000-4360	8106.00
	TOTAL:	40,458.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

INCREASED COSTS OF ELECTRICITY AT SCHOOL LOCATIONS FOR FY07

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000629

TRANSFER REQUEST NUMBER

SCHOOL KENAI MIDDLE SCHOOL TRANSFER # 741060 DATE 06/13/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 100-11-4600-0000-4310	100-01-4600-0000-4310	1760.00
2. 100-13-4600-0000-4310	100-01-4600-0000-4310	1113.00
3. 100-34-4600-0000-4310	100-05-4600-0000-4310	94.00
4. 100-48-4600-0000-4310	100-06-4600-0000-4310	9646.00
5. 100-46-4600-0000-4310	100-06-4600-0000-4310	927.00
6. 100-03-4600-0000-4310	100-07-4600-0000-4310	1908.00
7. 100-14-4600-0000-4310	100-08-4600-0000-4310	16,807.00
8. 100-13-4600-0000-4310	100-08-4600-0000-4310	685.00
9. 100-34-4600-0000-4310	100-09-4600-0000-4310	262.00
10. 100-37-4600-0000-4310	100-12-4600-0000-4310	691.00
11. 100-96-4600-0000-4310	100-31-4600-0000-4310	3430.00
12. 100-33-4600-0000-4310	100-32-4600-0000-4310	45.00
13. 100-33-4600-0000-4310	100-36-4600-0000-4310	727.00
14. 100-34-4600-0000-4310	100-36-4600-0000-4310	336.00
15. 100-47-4600-0000-4310	100-36-4600-0000-4310	435.00
16. 100-34-4600-0000-4310	100-40-4600-0000-4310	120.00
17. 100-38-4600-0000-4310	100-45-4600-0000-4310	2545.00
18. 100-13-4600-0000-4310	100-49-4600-0000-4310	214.00
19. 100-38-4600-0000-4310	100-53-4600-0000-4310	855.00
20. 100-02-4600-0000-4310	100-56-4600-0000-4310	65.00

TOTAL: 42,665.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

INCREASED COSTS OF WATER AND SEWER AT SCHOOL LOCATIONS FOR FY07

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000633

TRANSFER REQUEST NUMBER

BUDGET TRANSFER REQUEST

SCHOOL NINILCHIK TRANSFER # 741061 DATE 06/13/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 100-02-4600-0000-4380	100-01-4600-0000-4380	5811.00
2. 100-02-4600-0000-4380	100-03-4600-0000-4380	2395.00
3. 100-13-4600-0000-4380	100-03-4600-0000-4380	1979.00
4. 100-13-4600-0000-4380	100-14-4600-0000-4380	7599.00
5. 100-06-4600-0000-4380	100-31-4600-0000-4380	12,641.00
6. 100-06-4600-0000-4380	100-33-4600-0000-4380	240.00
7. 100-06-4600-0000-4380	100-34-4600-0000-4380	1579.00
8. 100-13-4600-0000-4380	100-38-4600-0000-4380	1294.00
9. 100-13-4600-0000-4380	100-42-4600-0000-4380	1446.00
10. 100-13-4600-0000-4380	100-47-4600-0000-4380	20,919.00
11. 100-13-4600-0000-4380	100-53-4600-0000-4380	457.00
12. 100-13-4600-0000-4380	100-66-4600-0000-4380	2202.00
	TOTAL:	58,562.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

INCREASED COSTS OF HEATING FUEL AT SCHOOL LOCATIONS FOR FY07

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000634

TRANSFER REQUEST NUMBER

SCHOOL SOLDOTNA HIGH TRANSFER # 741090 DATE 06/27/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 100-09-4600-0000-4360	100-06-4600-0000-4360	14137.00
2. 100-09-4600-0000-4360	100-41-4600-0000-4360	14497.00
3. 100-08-4600-0000-4360	100-01-4600-0000-4360	1402.00
4. 100-08-4600-0000-4360	100-07-4600-0000-4360	75.00
5. 100-08-4600-0000-4360	100-13-4600-0000-4360	2402.00
6. 100-08-4600-0000-4360	100-31-4600-0000-4360	1770.00
7. 100-08-4600-0000-4360	100-32-4600-0000-4360	53.00
8. 100-08-4600-0000-4360	100-33-4600-0000-4360	1236.00
9. 100-08-4600-0000-4360	100-34-4600-0000-4360	1938.00
10. 100-08-4600-0000-4360	100-35-4600-0000-4360	1711.00
11. 100-08-4600-0000-4360	100-38-4600-0000-4360	976.00
12. 100-08-4600-0000-4360	100-43-4600-0000-4360	937.00
13. 100-08-4600-0000-4360	100-49-4600-0000-4360	459.00
14. 100-08-4600-0000-4360	100-50-4600-0000-4360	5009.00
15. 100-08-4600-0000-4360	100-53-4600-0000-4360	775.00
16. 100-08-4600-0000-4360	100-56-4600-0000-4360	178.00
17. 100-08-4600-0000-4360	100-66-4600-0000-4360	216.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

FINAL BUDGET ADJUSTMENT TO ADDRESS INCREASED COST OF ELECTRICITY

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000682

TRANSFER REQUEST NUMBER

SCHOOL NINILCHIK TRANSFER # 741092 DATE 06/28/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 100-02-4600-0000-4380	100-01-4600-0000-4380	5811.00
2. 100-13-4600-0000-4360	100-03-4600-0000-4380	5930.00
3. 100-10-4600-0000-4360	100-06-4600-0000-4380	3728.00
4. 100-42-4600-0000-4360	100-06-4600-0000-4380	10345.00
5. 100-10-4600-0000-4360	100-08-4600-0000-4380	37011.00
6. 100-08-4600-0000-4360	100-08-4600-0000-4380	36785.00
7. 100-02-4600-0000-4360	100-14-4600-0000-4380	1031.00
8. 100-02-4600-0000-4360	100-14-4600-0000-4380	1921.00
9. 100-02-4600-0000-4360	100-31-4600-0000-4380	782.00
10. 100-14-4600-0000-4360	100-31-4600-0000-4380	1039.00
11. 100-11-4600-0000-4360	100-31-4600-0000-4380	102.00
12. 100-11-4600-0000-4360	100-33-4600-0000-4380	1834.00
13. 100-11-4600-0000-4360	100-42-4600-0000-4380	2341.00
14. 100-11-4600-0000-4360	100-47-4600-0000-4380	3771.00
15. 100-14-4600-0000-4360	100-50-4600-0000-4380	50831.00
16. 100-11-4600-0000-4360	100-53-4600-0000-4380	23.00
17. 100-11-4600-0000-4360	100-66-4600-0000-4380	291.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

FINAL BUDGET ADJUSTMENT TO ADDRESS INCREASED COSTS OF NATURAL/BOTTLED GAS
AND FUEL FOR HEATING

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000684

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

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BUDGET TRANSFER REQUEST

SCHOOL PUPIL SERVICES TRANSFER # 811064 DATE 06/14/07

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TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
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1. 100-81-4200-0930-3150	100-81-4200-0930-3220	13,132.00
2. 100-81-4200-0930-3150	100-81-4200-0930-3230	363.00
3. 100-81-4200-0930-3150	100-81-4200-0930-3250	2353.00
4. 100-81-4200-0930-3150	100-81-4200-0930-3520	48.00
5. 100-81-4200-0930-3150	100-81-4200-0930-3542	1212.00
6. 100-81-4200-0930-3150	100-81-4200-0930-3560	3547.00
	TOTAL:	20,655.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

SALARIES AND BENEFITS FOR SUMMER SCHOOL SUPPORT STAFF

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000639

TRANSFER REQUEST NUMBER

BUDGET TRANSFER REQUEST

SCHOOL SOLDOTNA HIGH TRANSFER # 741067 DATE 06/14/07

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 100-09-4600-0000-3250	100-09-4600-0000-3293	13,709.00
2. 100-10-4100-0420-3150	100-10-4100-0000-3173	19,065.00
3. 100-10-4100-0420-3541	100-10-4100-0000-3542	947.00
4. 100-10-4100-0420-3550	100-10-4100-0000-3542	511.00
5. 100-42-4100-0000-3150	100-42-4100-0000-3173	11,978.00
6. 100-42-4100-0000-3541	100-42-4100-0000-3542	290.00
7. 100-42-4100-0000-3550	100-42-4100-0000-3542	589.00
8. 100-83-4100-0000-3173	100-42-4100-0000-3173	799.00
9. 100-83-4100-0000-3173	100-45-4100-0000-3173	12,577.00
10. 100-83-4100-0000-3171	100-45-4100-0000-3173	856.00
11. 100-83-4100-0000-3296	100-45-4100-0000-3296	84.00
12. 100-83-4100-0000-3542	100-45-4100-0000-3542	1034.00
	TOTAL:	62,439.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

SALARIES AND BENEFITS FOR TEMPORARY AND SUBSTITUTE EMPLOYEES WHEN THERE WERE UNFILLED POSITIONS AND WHEN REGULAR EMPLOYEES HAD EXTENDED FAMILY MEDICAL LEAVE

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000641

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

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BUDGET TRANSFER REQUEST

SCHOOL TECHNOLOGY AND ERATE TRANSFER # 791065 DATE 06/14/07

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TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
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1. 100-79-4100-0000-4332	100-79-4450-0000-5102	19580.00
2. 100-79-4100-0000-4501	100-79-4450-0000-5102	13550.00
	TOTAL:	33,130.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

USE E-RATE FUNDS TO PURCHASE IP PHONES FOR SCHOOLS

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000643

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

JOB: SYNBAT/BDPRINT PAGE 1

BUDGET TRANSFER REQUEST

SCHOOL PUPIL SERVICES TRANSFER # 810022 DATE 06/14/07

TRANSFER FROM ACCOUNT NO. TRANSFER TO ACCOUNT NO. AMOUNT

1. 100-81-4220-0927-4100 100-81-4200-0925-4100 25000.00

TOTAL: 25,000.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

TEACCH TRAINING - TEACCH IS A DIVISION OF THE UNIVERSITY OF NORTH CAROLINA DEPARTMENT OF PSYCHIATRY. TEACCH STANDS FOR TREATMENT AND EDUCATION OF AUTISTIC AND RELATED COMMUNICATION-HANDICAPPED CHILDREN.

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000649

TRANSFER REQUEST NUMBER