



**Springfield Public Schools**

**Kraft Administrative Center  
Finance Department  
MUNIS BUDGET AMENDMENTS**

Date: \_\_\_\_\_

Transfer From	Amount	Transfer To	Amount
Total: Transfer From	0	Total: Transfer To	0

**TEMPORARY AMENDMENT**      YES: \_\_\_\_\_ NO: \_\_\_\_\_  
**REASON:**

**Justification For Transfer:**

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
 Department/Supervisor Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Budget Office Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Dir of Finance Approval: \_\_\_\_\_ Date \_\_\_\_\_

For Budget Office Use Only      Initial Upon Completion: \_\_\_\_\_  
 Date Of Completion: \_\_\_\_\_