



# Gallup High School Orders/Transfers

Requester's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_ Date of Quote: \_\_\_\_\_

Amount of Purchase: \$ \_\_\_\_\_ How much in Budget: \$ \_\_\_\_\_

**What Fund to be charged: (check one)**

- Operational - Supplies, Assets
- 2 Mill - Supplies, Assets
- JOM - Parent, Multi Culture
- Vocational - Supplies, Assets
- Carl Perkins – Supplies, Assets
- Title 1 – Supplies, Assets
- Athletics (which sport? \_\_\_\_\_)
- Student Activity Funds – (Which Activity Account? \_\_\_\_\_)

Notes:

**\*asset is an item that can be repaired, used more than a year**

Funding code: (Funding numbers on next sheet)

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**Transfer**                      **Amount: \$** \_\_\_\_\_

From:

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To:

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Date Request Rec'd: \_\_\_\_\_ Request Rec'd by: \_\_\_\_\_

Approved to process Order by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Date entered into Ivision: \_\_\_\_\_ Req.#: \_\_\_\_\_ Req. Entered by: \_\_\_\_\_

# Accounts

## Operational:

Office Supplies:	11000.1000.56118.0170.043055.0000
Office Supplies: Sch. Initia.	11000.1000.56118.0500.043055.0000 (Off Limits)
Office Supply Assets \$5,000 or less:	11000.1000.57332.0170.043055.0000
Office Supplies:	11000.2200.56118.0170.043055.0000
Custodial Supplies:	11000.2600.56118.0170.043055.0000

## 2 Mil:

M&R BLDG. & Grounds	31701.4000.54315.0000.043055.0170
General Supplies & Materials	31701.4000.56118.0000.043055.0170
Fixed Assets > \$5000	31701.4000.57331.0000.043055.0170
Sup. Assets \$5000 or Less	31701.4000.57332.0000.043055.0170

## JOM:

Parent Involvement, Supplies	11000.2200.56118.0400.043055.0000
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## Vocational

Office Supplies:	11000.1000.56118.3000.043055.0000
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## Carl Perkins

Professional Dev.	24174.1000.53330.3000.043055.0000
Other Charges	24174.1000.53711.3000.043055.0000
General supplies & materials	24174.1000.56118.3000.043055.0000
Fixed Assets > \$5000 F/A	24174.1000.57331.3000.043055.0000
Sup. Assets \$5000 or Less	24174.1000.57332.3000.043055.0000

## Science Allocation

Supplies & materials:	11000.1000.56118.1013.043055.0000
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## Title I

Supplies & Materials:	24101.2200.56118.0200.043055.0000
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## Athletics -Operational

Student Travel	11000.1000.55817.9___.043055.0000
Other Contract Services	11000.1000.55915.9___.043055.0000
Supplies & Materials	11000.1000.56118.9___.043055.0000

**Gate Receipts Fund**

Student Travel:	22025.1000.55817.9_ __.043055.0000
Other Contract Services:	22025.1000.55915.9_ __.043055.0000
Supplies & Materials:	22025.1000.56118.9_ __.043055.0000
Fixed Assets>\$5000	22025.1000.57331.9260.043055.0000 (Band)