



Request/Authorization for Movement of Funds and/or Positions

Office of the Chief Financial Officer
Montgomery County Public Schools
Rockville, Maryland 20850

MCPS Form 210-1
June 2017
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Type	Transaction Type	\$ Limit	Form Approval Required	Examples/Notes
Reassignment				
Movement of Available (Unencumbered) Funds:				
Reassignments Must be Within Same Fund, State Category, Same Object	Between Subobjects Within Same Object Within Same Organizational (ORG) Unit	None	Secondary Account Manager	Move \$500 from Professional Part-time Salaries (PT) (Object (OBJ) 01) to Supporting Services PT (OBJ 01) in the Office of the Chief Financial Officer (CFO).
	Within Object Between ORG Units Under Same Primary Manager		Both Secondary & Primary Manager	Move \$200 from Office Supplies (OBJ 03) in Department of Curriculum & Instruction to Office Supplies (OBJ 03) in Department of Instructional Programs
	Within Object but Between ORG Units Under Different Primary Managers		Both Secondary & Both Primary Manager	Move \$9,389 from Substitutes (OBJ 01) in Division of ESOL/Bilingual Programs to Substitutes (OBJ 01) in Elementary Schools' Budget
Transfer				
Movement of Available (Unencumbered) Funds:				
Transfers Must be Within Same Fund and State Category	Between Objects Within Same ORG Unit	\$100,000	Primary Account Manager & Deputy/CFO	Move \$650 from Professional PT (OBJ 01) to Local Travel (OBJ 04) in the Office of the CFO. (Category (CAT) 1)
	Between Objects Between ORG Units Under Same Primary Manager			Move \$890 from Local Travel (OBJ 04) in Division of ESOL/Bilingual Program to Consultants (OBJ 02) in Division of Early Childhood Programs (CAT 5)
	Between Objects Between ORG Units Under Different Primary Managers			Move \$20,000 from Equipment (OBJ 05) in Office of Organizational Development to Consultants (OBJ 02) in Department of Curriculum & Instruction Programs. (CAT 1)
Supplemental Appropriation				
	New (Not Previously Budgeted) Funds Added to Existing/New Account. Used for Enterprise Funds & Tax-Supported Budget Under Extraordinary Situations. Prior Approval from the Board of Education (BOE) & County Council Required OR via Exception Approved by CFO	None	Primary Account Manager	Add \$50,000 to Overtime Account in Division of Maintenance to Cover Emergency Snow Removal During Major Storm Add \$202,650 to Building Rental Account in Real Estate Management Fund Form used Following BOE & County Council Approval OR Earlier if Exception is Approved by CFO
Grants				
Setup From Future Supported Projects	Reassignment and Transfer Rules Above Apply	None	Primary Account Manager	Form Used Following BOE Approval of Project OR Earlier if Exception is Approved by CFO
Setup From Supplemental Appropriation	New (Not Previously Budgeted) Funds Added for New Grant Project			Form Used Following BOE & County Council Approval OR Earlier if Exception is Approved by CFO
Amendment Approved by Grantor	Reassignments and Transfer Transactions Among/ Between State Categories			Form Used Following BOE Approval OR Earlier if Exception is Approved by CFO

