



# Request/Authorization for Movement of Funds and/or Positions

Department of Management, Budget, and Planning  
 Montgomery County Public Schools  
 Rockville, Maryland 20850

**MCPS Form 210-1**  
**October 2009**  
**Page 1 of 2**

Type	Transaction Type	\$ Limit	Form Approval Required	Examples/Notes
<b>Reassignment</b>				
<b>Movement of Available (Unencumbered) Funds:</b>				
Reassignments Must be Within Same Fund, State Category, Same Object	Between Subobjects Within Same Object Within Same Org. Unit	None	Secondary Acct. Mgr.	Move \$500 from Prof. PT (Obj. 01) to Supporting Services PT (Obj. 01) in Dept. of Management, Budget, and Planning
	Within Object Between Org. Units Under Same Primary Manager		Both Secondary & Primary Mgr.	Move \$200 from Office Supplies (Obj. 03) in Dept. Curriculum & Instruction to Office Supplies (Obj. 03) in Dept. of Instruct. Prgs.
	Within Object but Between Org. Units Under Different Primary Managers		Both Secondary & Both Primary	Move \$9,389 from Substitutes (Obj. 01) in Div. of ESOL/Bilingual Prgs. to Substitutes (Obj. 01) in Elementary Schools' Budget
<b>Transfer</b>				
<b>Movement of Available (Unencumbered) Funds:</b>				
Transfers Must be Within Same Fund and State Category	Between Objects Within Same Org. Unit	\$100,000	Primary Acct. Mgr. & Deputy/COO	Move \$650 from Prof. PT (Obj. 01) to Local Travel (Obj. 04) in Department of Management, Budget, and Planning ( Cat. 1)
	Between Objects Between Org. Units Under Same Primary Manager			Move \$890 from Local Travel (Obj. 04) in Div. of ESOL/Bilingual Prgs to Consultants (Obj. 02) in Div. of Early Childhood Prgs. (Cat.5 )
	Between Objects Between Org. Units Under Different Primary Managers			Move \$20,000 from Equip.(Obj. 05) in Office of Organizational Dev. to Consultants (Obj. 02) in Office of Curr. & Instruct. Prgs. (Cat. 1)
<b>Supplemental Appropriation</b>	New (Not Previously Budgeted) Funds Added to Existing/New Account. Used for Enterprise Funds & Tax-Supported Budget Under Extraordinary Situations. Prior Approval from BOE & County Council Required OR via Exception Approved by COO	None	Primary Acct. Mgr.	Add \$50,000 to Overtime Account in Div. 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 COO
<b>Grants</b>				
Setup From Future Supported Projects	Reassignment and Transfer Rules Above Apply	None	Primary Acct. Mgr.	Form Used Following BOE Approval of Project OR Earlier if Exception is Approved by COO
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 COO
Amendment Approved by Grantor	Reassignments and Transfer Transactions Among/ Between State Categories			Form Used Following BOE Approval OR Earlier if Exception is Approved by COO

