

# Budget Overexpenditure Form

HAZLETON AREA SCHOOL DISTRICT  
Office of the Secretary / Business Manager  
1515 West 23rd Street  
Hazleton, PA 18202-1647

FISCAL YEAR:

DATE:

SUBMITTED BY:

VENDOR:

REQUISITION NUMBER:

REQUISITION AMOUNT:

ACCOUNT CODE OVER-EXPENDED:

AMOUNT TO BE OVERSPENT:

REASON FOR EXPENSE:

NAME OF GRANT:

GRANT:

YES

NO

AMOUNT OF GRANT EXPENDED:

AMOUNT OF GRANT REMAINING:

**PLEASE NOTE:** *Attach the first page of the Account Balance and Transaction Detail Lookup of the account in question indicating the balance .*

APPROVED BY:

\_\_\_\_\_  
(Business Manager)

DATE:

APPROVED BY:

\_\_\_\_\_  
(Assistant Business Manager)

DATE: