



REQUEST FOR TRANSFER OF FUNDS

FROM

AMOUNT

CODE(S) TO BE TRANSFERRED FROM: \_\_\_\_\_

CODE DESCRIPTION \_\_\_\_\_

Please explain why sufficient funds exist in this code(s) to support this transfer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO

AMOUNT

CODE(S) TO BE TRANSFERRED INTO \_\_\_\_\_

CODE DESCRIPTION \_\_\_\_\_

Please explain why this expense was not anticipated during the budget process:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY

\_\_\_\_\_  
Administrator Date

REVIEWED BY

\_\_\_\_\_  
Business Administrator Date

REVIEWED BY

\_\_\_\_\_  
Superintendent Date

APPROVED BY BOE

\_\_\_\_\_  
Clerk Date

ENTERED BY

\_\_\_\_\_  
Senior Account Clerk Date