

REQUEST FOR TRANSFER OF FUNDS

2023-2024

TO: BUSINESS OFFICE

DATE: _____

FROM: _____

SCHOOL OR DEPT. _____

ADMINISTRATOR

TRANSFER FROM						TRANSFER TO					
CODE FUNCTION	CODE OBJECT	LOC.	PROGRAM	ACCOUNT TITLE	AMOUNT	CODE FUNCTION	CODE OBJECT	LOC.	PROGRAM	ACCOUNT TITLE	AMOUNT
				TOTAL						TOTAL	

Verified By: _____

Date

Purchasing Agent or other
Authorized Personnel

Date

Administrator's Signature

Explanation/Reason for Transfer

FINANCE DEPT. USE ONLY

Entered by: _____

Date: _____

APPROVALS:

Assistant Superintendent for Business

Date

Superintendent

Date

Approved by BOE: _____
(if required) Meeting Date
Required for transfers over \$25,000