

Northwest ISD

REQUEST FOR RECLASSIFICATION OF FUNDS

Appropriate supporting documentation must be attached to all reclassification requests (e.g.: invoices, purchase orders, deposit slips emails, etc.).

- Assist another campus/department with purchase.
- Reimburse expenses incurred or paid for by another campus/department.
- Correct a posted transaction relating to an incorrect expenditure/deposit code.

Explanation for reclassification:

Reclassify From **PO#** _____

Fund	Year	Function	Organization	Program/Project	Object/ Sub-object	\$ Amount

*Cash Account _____

Reclassify To

Fund	Year	Function	Organization	Program/Project	Object/ Sub-object	\$ Amount

*Cash Account _____

Signed

Date

*Used for reclassification to revenue accounts only.