

**REQUEST TO MOVE EXPENDITURE CATEGORY INTO
ANOTHER CATEGORY WITHIN YOUR SCHOOL OR DEPARTMENT**

FROM: (School/Dept.) _____ DATE: _____

Original P.O. Number: _____

Vendor: _____



CURRENT EXPENDITURE CATEGORY: _____

Cost of item(s): _____



MOVE TO EXPENDITURE CATEGORY: _____

Reason for Change (please be specific): _____

Signature: _____

Principal or Department Head]

Signature (Bus. Svcs.)

Date Received

Date Processed