



Fairbanks North Star Borough School District

## REQUEST FOR RECODE / CLUB TRANSFER

Return completed form via email both of the following members of the Accounting Services Department, Central Office:

Teodor Dornea @ [teodor.dornea@k12northstar.org](mailto:teodor.dornea@k12northstar.org)

Meghan Hoffman @ [meghan.hoffman@k12northstar.org](mailto:meghan.hoffman@k12northstar.org)

FROM: \_\_\_\_\_  
 Department Head/Principal (Authorized Signature)      School / Location      Date

### DEPOSIT RECODE REQUEST - ALL ACCOUNTS

| Receipt # | Date | From Acct # | To Acct # | Amount |
|-----------|------|-------------|-----------|--------|
|           |      |             |           |        |
|           |      |             |           |        |

### EXPENDITURE RECODE REQUEST - ALL ACCOUNTS

| Vendor # or Name | G/L Date of Expenditure | From (Credit) Acct # | To (Debit) Acct # | Amount |
|------------------|-------------------------|----------------------|-------------------|--------|
|                  |                         |                      |                   |        |
|                  |                         |                      |                   |        |

Reason for transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NO FUND TRANSFERS WILL BE DONE WITHOUT AN EXPLANATION**