

CURRITUCK COUNTY SCHOOLS
BUDGET TRANSFER REQUEST

Instructions:

This form should be used to request transfers in Funds 1, 2, 3, 4, 5, 6 and 8. However, only one fund should be represented on any one form. The appropriate budget codes are entered in the account number columns, and the amounts to be transferred "FROM" and "TO" are placed in the transfer amount columns. The totals of the two transfer amount columns must be equal.

FROM		TO	
ACCOUNT NUMBER	TRANSFER AMOUNT	ACCOUNT NUMBER	TRANSFER AMOUNT
TOTAL	\$		\$

APPROVAL DATE:

Director/Supervisor
 Budget Manager
 Finance Officer

Reason:	
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