



Worthington City Schools
Budgetary/Accounting

Updated: 9/10/2024

Request Form

REQUESTED BY: _____

BUDGET TRANSFER REQUEST - Send to Jen Kehlmeier

FROM/DEC TO/INC	FUND	FUNC	OBJ	SCC	SUBJ	OU	INSTR LVL	JOB	AMOUNT

Reason For Request: _____

Complete Either the TOP half, or the BOTTOM half, not both

ACCOUNTING REQUEST - Send to 1. Kris, 2 - Joan/Linda

Check appropriate request:

1. Correction of Posting Error Receipts

For correcting receipts posted to the wrong account. "Charge Account" should reflect incorrect receipt account. "Credit Amount" should reflect correct receipt account.

CHARGE: _____ _____ _____ _____ _____
Fund ROC SCC SUBJ OPU

CREDIT: _____ _____ _____ _____ _____
Fund ROC SCC SUBJ OPU

2. Correction of Posting Error Expenses

For correcting expenses posted to the wrong account. "Charge Account" should reflect correct budget account. "Credit Account" should reflect incorrect budget account.

CHARGE: _____ _____ _____ _____ _____ _____ _____
Fund Func Obj SCC SUBJ OPU IL JOB

CREDIT: _____ _____ _____ _____ _____ _____ _____
Fund Func Obj SCC SUBJ OPU IL JOB

Date: _____ Approved By: _____