

EXPENDITURE TRANSFER REQUEST FORM

(Use this form to move expenditures from one account to another.)
(Also use for transferring funds from one department to another department)

BUILDING/DEPARTMENT: _____

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

REASON FOR TRANSFER: _____

(Attach Documentation/Proof - EX: Munis Report)

(Shows as a GEN on Reports)

ORG CODE - OBJECT	ACCOUNT DESCRIPTION	DEBIT	CREDIT
		(OR) INCREASE <i>Expenditures</i>	(OR) DECREASE <i>Expenditures</i>
		\$	\$
COLUMN TOTALS MUST EQUAL		\$	\$