

CURRITUCK COUNTY SCHOOLS EXPENSE 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:

Fund Manager
Bookkeeper/Sec
Principal/Director
Finance Officer

Reason:

Reason: