



SOUTH BEND COMMUNITY SCHOOL CORPORATION

Journal Entry or Budget Transfer Request

This form is to be used by Fiscal Officers, Principals, Department Heads, and other authorized individuals, to request a transfer of posted transactions, via a Journal Entry, or a budget transfer. See Internal Controls Manual for guidance on step-by-step process and who needs to approve these transfers.

Requestor Name: _____ Phone Number: _____

Requestor Job Title: _____ Request Date: _____

Reason for Request: _____

Account Line FROM	Account Line TO	Amount*	Transfer Type (Budget Transfer or Journal Entry)	Detailed Spreadsheet Attached? (for Journal Entries)

For transferring Journal Entries, include a Budget Detail Excel Spreadsheet (F1, F9, F3, F1) that contains only the transactions that are being moved. This will provide the Finance Department with the detailed transactions for each transfer that will be needed for audit purposes.

* Transactions for multiples of the same items, like salaries or benefits, can be totaled together under one line on this form. A DETAILED TRANSACTION LIST MUST BE ATTACHED to show the individual transactions making up the cumulative total. See District Accountant or Internal Auditor for help, if needed.

By signing below, I attest that the above transactions are necessary and allowable. If the transactions involve a grant, I have verified the transactions or budget transfer are approved and will provide the supporting documentation.

Requestor's Signature: _____ Date: _____

APPROVALS

Supervisor Review: _____

Signature	Printed Name	Date	Approved or Denied?
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CFO Review: _____

Signature	Printed Name	Date	Approved or Denied?
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Grant Administrator Approved Date: _____ (include copy of approval/amendment)

School Board Approved Date: _____ (include copy of board agenda document)

(use second page if more rows are needed)

