SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
EXPENDITURE TRANSFER REQUEST

South San Francisco Unified School District

TO: Business Services

Date: _____

From: _____

DO NOT USE TO MOVE BUDGETS
Whole dollars only, no cents.

_____
School/Dept Program

Approved by: _____

	FROM EXPENDITURE CODE	TO EXPENDITURE CODE	AMOUNT	REASON (PO #)
1				
2				
3				
4				
5				
6				
7				
8				
9				

BELOW DOTTED LINE TO BE COMPLETED BY BUSINESS SERVICES DEPARTMENT

Transfer will appear on print-out for the month ending _____ Reference _____

_____
Business Services

WHITE and CANARY - ACCOUNTING DEPARTMENT (CANARY TO BE RETURNED) PINK - ORIGINATOR RETURNS