

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BUDGET TRANSFER REQUEST

TO: Business Services

Date:

From:

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

Approved:

School

Program

| FROM Budget CODE |  | TO Budget 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