



Worthington City Schools
Budgetary/Accounting
Request Form

Updated: 09/25/2026

REQUESTED BY: _____

BUDGET TRANSFER REQUEST - Send to Priscilla Almanson

FROM/DEC TO/INC	FUND	FUNC	OBJ	SCC	SUBJ	OU	INSTR LVL	JOB	AMOUNT	NAME OF ACCOUNT

Reason For Request: _____

Complete Either the TOP half, or the BOTTOM half, not both

ACCOUNTING REQUEST - Send to 1. Kris, 2 & 3 - Joan/Linda

Check appropriate request:

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1. Correction of Receipt Posting

For correcting receipts posted to the wrong account. "Charge Account" should reflect incorrect receipt account. "Credit Amount" should reflect correct receipt account.

CHARGE

Fund ROC SCC SUBJ OPU

CREDIT:

Fund ROC SCC SUBJ OPU

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2. Correction of Expense Posting

For correcting expenses posted to the wrong account. "Charge Account" should reflect correct budget account. "Credit Account" should reflect incorrect budget account.

CHARGE:

Fund Func Obj SCC SUBJ OPU IL JOB

CREDIT:

Fund Func Obj SCC SUBJ OPU IL JOB

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3. Purchase from another Organization

For purchases from another student organization. Purchasing organization should use "Charge Account" expenditure. Selling organization should use "Credit Account" receipt.

CHARGE:

Fund Func Obj SCC SUBJ OPU IL JOB

CREDIT:

Fund ROC SCC SUBJ OPU

Reason For Request: _____

Amount: _____

Date: _____

Approved By _____