Updated: 09/25/2026

Worthington City Schools
Budgetary/Accounting
Request Form

REQUESTED BY: _____

BUDGET TRANSFER REQUEST - Send to Priscilla Almanson

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

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:

☐ **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

☐ **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

☐ **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 _____