

ANN ARBOR PUBLIC SCHOOLS TRANSFER REQUEST

REQUESTOR _____ PHONE NO. _____ DATE _____

LOCATION _____ IF GRANT CHECK BOX

CHECK THE APPROPRIATE TRANSFER

- BUDGET** - transfer budget between accounts prior to a purchase, must be within the same fund (ex. general fund to general fund).
- EXPENDITURE** - transfer expense after purchase has occurred, that was paid with the incorrect account code. Can be between funds. Provide proof of purchase with form.
- REVENUE** - transfer revenue between account codes if deposited into wrong account code.

DECREASING ACCOUNT CODE:	INCREASING ACCOUNT CODE:	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

REASON FOR TRANSFER: _____

SIGNATURES:

BUDGET MANAGER _____ FINANCE _____

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