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 ___________________________