

**ANN ARBOR PUBLIC SCHOOLS TRANSFER REQUEST**

TO:  PURCHASING & BUSINESS SUPPORT SERVICES  FINANCE

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
(School/Department)

CHECK THE APPROPRIATE TRANSFER:

BUDGET  EXPENDITURE  RECEIPT

FROM (Account Code): \_\_\_\_\_ TO (Account Code): \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_  
\$ \_\_\_\_\_

REASON FOR TRANSFER:  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ (Budget Manager)

APPROVAL: \_\_\_\_\_ (Pur. & Bus. Support Services Director)

APPROVAL: \_\_\_\_\_ (Finance Director)

Revised 1/06

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