

# EVERGREEN SCHOOL DISTRICT



## EXPENDITURE TRANSFER REQUEST

School/Department \_\_\_\_\_

DATE \_\_\_\_\_

**From:**  
(Credit)

| P.O. | FND | RESC | Y | OBJC | SO | GOAL | FUNC | SCH | Amount |
|------|-----|------|---|------|----|------|------|-----|--------|
|      |     |      |   |      | 00 |      |      |     | \$     |
|      |     |      |   |      | 00 |      |      |     | \$     |
|      |     |      |   |      | 00 |      |      |     | \$     |
|      |     |      |   |      | 00 |      |      |     | \$     |

**To:**  
(Debit)

| P.O. | FND | RESC | Y | OBJC | SO | GOAL | FUNC | SCH | Amount |
|------|-----|------|---|------|----|------|------|-----|--------|
|      |     |      |   |      | 00 |      |      |     | \$     |
|      |     |      |   |      | 00 |      |      |     | \$     |
|      |     |      |   |      | 00 |      |      |     | \$     |
|      |     |      |   |      | 00 |      |      |     | \$     |

Reason for Transfer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

Business Office Use:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Fiscal Director \_\_\_\_\_ Date \_\_\_\_\_

Reason

Posted By \_\_\_\_\_ Posted Date \_\_\_\_\_

JV/TF Transfer No. \_\_\_\_\_

Distribution: 2 Copies for Business Office; 1 Copy for Originator