Payment By "INTERNAL TRANSFER" Of Funds Request

(Used to pay for expenses internally from one department to another)

Please fill out all fields completely

		Date	Fund	Account	Object	Project	Location	Program	Total $
*	**EXAMPLE (Pay from)**	11/23/2011	141	72210	429	0	82	0	$250.00
*	**EXAMPLE (Pay to)**	11/23/2011	141	44990	0	0	00068	000	$250.00
1	**Pay From Account#**								
	Pay To Account #								

* **(This form is to be used ONLY for paying for expenses by internal accounting entries)**

Reason For Payment (If available, attach supporting Invoice or Memo detailing charges)

APPROVALS: Must Occur Before the Accounting Entry Takes Place

Department/Principal/Program Manager	Date	Executive Director	Date
Superintendent	Date	Finance Director	Date

Revised 01/11/2021