

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REQUEST FOR TRANSFER OF EXPENDITURES

TO: Accounting Department

Accounting Use Only
Posting Reference: _____

FROM: _____
 Name College - Department Name

Date: _____

NOTE: This is not a fund transfer form. Please check with the Accounting Department if you have any questions.

Please transfer: \$ _____ - _____ in Expenditures

	Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
DEBIT:						
TOTAL:						-

CREDIT:						
TOTAL:						-

Payroll Items: _____
 Payroll# (ex:1A,1B) Name of Employee Employee ID #

Other items: _____
 PO# Check# Vendor ID Vendor Name

Reason for Transfer: _____

Requested By: _____
 Signature Phone No.

Approved: _____	Disapproved: _____		
		Administrator (not requester)	Date
Approved _____	Disapproved: _____		
		Area Vice President	Date
Approved _____	Disapproved: _____		
		VP of Administrative Svc	Date
Approved: _____	Disapproved: _____		
		Resource Dev. (if needed)	Date

Approved: _____ Disapproved: _____
 Fiscal Services, Administrator Date