RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REQUEST FOR TRANSFER OF EXPENDITURES

TO: Accounting Department

Accounting Use Only
Posting Reference: _____

FROM: _____

Name   College - Department Name

POSTING DATE: _____

> NOTE: This is not a budget change 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 (TO)						
TOTAL:						$

	Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
CREDIT (FROM)						
TOTAL:						$

Payroll items: _____   _____   _____

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

Other items: _____   _____   _____

PO #   Voucher #   Vendor ID   Vendor Name

Reason for Transfer: _____

Requested by: _____   _____   _____

Signature   Date   Phone

Administrator (not requestor) _____   Date _____

Area Vice President _____   Date _____

VP of Administrative Services _____   Date _____

Resource Dev. _____   Date _____
(required for special projects)

Fiscal Services _____   Date _____