

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REQUEST FOR TRANSFER OF EXPENDITURES**

TO: Accounting Department

FROM: \_\_\_\_\_  
Name College - Department Name

Accounting Use Only
Posting Reference: _____

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)						
<b>TOTAL:</b>						\$

	Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
CREDIT (FROM)						
<b>TOTAL:</b>						\$

Payroll items: \_\_\_\_\_  

Payroll # (ex: 1A, 1B)	Name of Employee	Employee ID #
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Other items: \_\_\_\_\_  

PO #	Voucher #	Vendor ID	Vendor Name
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Reason for Transfer: \_\_\_\_\_

Requested by: \_\_\_\_\_  

Signature	Date	Phone
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Administrator (not requestor) \_\_\_\_\_ Date \_\_\_\_\_

Area Vice President \_\_\_\_\_ Date \_\_\_\_\_

VP of Administrative Services \_\_\_\_\_ Date \_\_\_\_\_

Resource Dev. (required for special projects) \_\_\_\_\_ Date \_\_\_\_\_