

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

TO: Accounting Department

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Accounting Use Only

Posting Reference: \_\_\_\_\_

**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
<b>DEBIT:</b>						

**CREDIT:**


**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 requestor)

**Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_ / \_\_\_\_\_  
Fiscal Services, Administrator                      Date

Accounting Use Only

Date Transfer Made : \_\_\_\_\_

By: \_\_\_\_\_