

TRANSFER FORM

_____ Wednesday (Due to the Auditor by noon Monday)

Department: _____ **Date:** _____

RESOLUTION RE: TRANSFER OF FUNDS

A motion was made by _____ and seconded by _____
to approve the following transfer (s):

From:	Fund Name	Org Number	Object Name	Exp	Object Number	Project Number
To:	Fund Name	Org Number	Object Name	Rev	Object Number	Project Number
		Amount: \$				

From:	Fund Name	Org Number	Object Name	Exp	Object Number	Project Number
To:	Fund Name	Org Number	Object Name	Rev	Object Number	Project Number
		Amount: \$				

From:	Fund Name	Org Number	Object Name	Exp	Object Number	Project Number
To:	Fund Name	Org Number	Object Name	Rev	Object Number	Project Number
		Amount: \$				

From:	Fund Name	Org Number	Object Name	Exp	Object Number	Project Number
To:	Fund Name	Org Number	Object Name	Rev	Object Number	Project Number
		Amount: \$				

Reason for Request:

Approved by Administrator _____

Roll call vote resulted as follows:

cc: Auditor
Originator
Resolution File

Steve Robinson _____
Tom McCarthy _____
Shaun Bailey _____

C.J. _____, Page _____
Date: _____

REQUESTER ACKNOWLEDGEMENT: *I have reviewed the above-referenced accounts and have verified that appropriations are available, and free of prior encumbrances (including blanket purchase orders):* _____