

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

REQUEST TO TRANSFER

FUNDS
or
 EXPENDITURES

DBO Use Only:	
TR:	_____
Journal Type:	_____
Date:	_____
Page:	_____
Controller's Dept:	_____
JE No.	_____

Please submit original and 2 copies to the District Business Office

TRANSFER OF FUNDS affects budgeted amounts.

TRANSFER OF FUNDS does not affect budgeted amounts, but increases the expenditures of one organization (the TO: organization) and abates the expenditures of another (the FROM: organization).

FROM:	C	Fund	Orgn.	Acct.	Prog.	Acty.	Amount	DBO Use Only		
								D or C + or -	Bank	Bgt. Prd.

Organization/Dept: _____

Approved: _____

Dean/Director/Dept Head/Coordinator

TO:	C	Fund	Orgn.	Acct.	Prog.	Acty.	Amount	DBO Use Only		
								D or C + or -	Bank	Bgt. Prd.

Organization/Dept: _____

Approved: _____

Dean/Director/Dept Head/Coordinator

GRANTS: Certification is hereby made that this transfer of expenditures is in accordance with the terms and conditions of the authorized grant and conforms to all applicable requirements of the grant.

Justification/Reasons: _____

DBO Use Only	
Approved: _____ Chief Financial Officer	Posted by: _____ Date: _____