

TO: Head Accountant
General Accounting Branch-SFP
Fax number (213) 241-6811

FROM: _____
School/Office Name
() _____
Telephone Number Fax

SUBJECT: TRANSFER OF EXPENDITURE

Please transfer the following expenditure(s):

FROM							TO						
Org Name	Org #	Trans ID	Amount	Fund	Functional Area	Object	Org Name	Org #	Amount	Fund	Functional Area	Object	
Sci Mat Ctr	1899201			010-0000	1110-1000-14112	430010							
Explanation: Purchase of science instructional materials													
Explanation:													

School Approval

Signature, Requesting Administrator

Name and Title, Requesting Administrator

Date

Local District Approval

Reviewed as to Allowability and Approved by

District Approval

Reviewed as to Allowability and Approved by

Karen Ryback, FSEP Executive Director

Approved requests can be faxed throughout the year, but must be received by Accounting and Disbursements Division on or before June 30th of each fiscal year in order to process the request in that fiscal year.

C: Fiscal Specialist