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.NOTIFICATION OF TRANSFER FROM "OTHER" ACCOUNTS
.WITHIN THE DEPARTMENT

DATE: _____

.1. Account from which transfer is requested:

	<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
(A)	_____	_____	_____
(B)	_____	_____	_____

.2. Account to which transfer is being requested:

	<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
(A)	_____	_____	_____
(B)	_____	_____	_____

.3. Reason for transfer:

_____ INCREASED REQUIREMENT _____ NEW REQUIREMENT

EXPLANATION: _____

.4. Has it been determined that the account(s) from which the transfer is being made will have an adequate remaining balance.

If the answer is NO, please submit a projection of additional requirements: _____

.5. Will the amount being transferred to receiving account be adequate for the balance of the year?

If the answer is NO, please submit a projection of additional requirements and explain. _____

.AUTHORIZATION:

.DEPT. HEAD _____ BUDGET DIRECTOR _____

.APPOINTING AUTHORITY _____

AUDITOR'S USE ONLY:

DATE PROCESSED: _____ BY: _____