

**MORGAN HILL UNIFIED SCHOOL DISTRICT
EXPENDITURE TRANSFER REQUEST FORM**

Select one: Cash Transfer Cross Funds (TF) Journal Entry (JE) Payroll Transfer (TP) Payroll Transfer Cross Funds (TQ)

SITE/DEPT: _____ PREPARER: _____ DATE: _____

Please attach any back-up documentation relating to this request.

TRANSFER FROM											
Budget Code										Description / Explanation / Reason	Transfer Amount
Fund	Resource	Year	Object	Sub-Object	Goal	Function	Cost Center	Site	Manager		
TOTAL											

TRANSFER TO											
Budget Code										Description / Explanation / Reason	Transfer Amount
Fund	Resource	Year	Object	Sub-Object	Goal	Function	Cost Center	Site	Manager		
TOTAL											

Site/Department Administrator's Signature

BUSINESS DEPARTMENT USE ONLY	
Transfer Number	_____
Date Entered	_____
Entered By (Print Name)	_____
Signature of Accounting Specialist	_____
Business Department Administrator's Signature	_____