

Shasta County Office of Education

Transfer of Funds Request

Internal transfer between SCOE Programs

Obtain signatures from each department prior to submitting request to Business Services

1. SCOE department providing service/supplies: Enter the department/program to receive funds
2. Reason for transfer: Enter the reason for the transfer of funds
3. Pay to: Enter four digit Resource, Program, Object and six digit Alias to receive the funds
4. Amount: Enter amount to transfer
5. Comments/Special Instructions: Enter comments of special instructions to program of Business Services staff
6. Program Manager Signature: Obtain program manager approval signature/date

-
7. SCOE department receiving service/supplies: Enter the department/program to issue funds
 8. Reason for transfer: Enter the reason for the transfer of funds
 9. Pay from: Enter four digit Resource, Program, Object and six digit Alias to issue the funds
 10. Amount: Enter amount to transfer
 11. Comments/Special Instructions: Enter comments or special instructions to program or Business Services staff
 12. Program Manager Signature: Obtain program manager approval signature/date

Ensure both department/program signatures have been obtained and forward the original to Business Services for processing.

A copy should be retained by both programs.