

Payment By "INTERNAL TRANSFER" Of Funds Request

(Used to pay for expenses internally from one department to another)

Please fill out all fields completely

		<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Object</i>	<i>Project</i>	<i>Location</i>	<i>Program</i>	<i>Total \$</i>
*	EXAMPLE (Pay from)	11/23/2011	141	72210	429	0	82	0	\$250.00
*	EXAMPLE (Pay to)	11/23/2011	141	44990	0	0	00068	000	\$250.00
1	Pay From Account#								
	Pay To Account #								

* (This form is to be used ONLY for paying for expenses by internal accounting entries)

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Reason For Payment (If available, attach supporting Invoice or Memo detailing charges)

Reimbursement to Food Service for uncollectable negative student food balances

APPROVALS: Must Occur Before the Accounting Entry Takes Place

Department/Principal/Program Manager	Date	Executive Director	Date
Superintendent	Date	Finance Director	Date