

Request for Transfer of Funds

TO: FINANCE DEPARTMENT

Request is made for the transfer of the following amount as set forth in the 20__ Budget:

TRANSFER FROM:	ACCOUNT	AMOUNT
Agency Title		
Agency Number		

TRANSFER TO:	ACCOUNT	AMOUNT
Agency Title		
Agency Number		

Transfer requested for the following reasons:

Approved:

Department Head

Finance Director

Date

Mayor (Required for Inter-Agency Transfers)

Date