

ALEUTIANS EAST BOROUGH SCHOOL DISTRICT

PO Box 429, SAND POINT, AK 99661
PHONE 907.383.5222 • FAX 907.383.3496

STUDENT FUND TRANSFER REQUEST FORM

Requested by _____ DATE _____

Location _____

Account Code – TRANSFER FROM ACCOUNT – DECREASE 560

FUND	LOCATION	FUNCTION	PROGRAM	OBJECT	DECREASE AMOUNT
				560	\$

Account Code – TRANSFER TO ACCOUNT – INCREASE 210

FUND	LOCATION	FUNCTION	PROGRAM	OBJECT	INCREASE AMOUNT
				210	\$

EXAMPLE

700	060	8XX	000	210 or 560
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Explanation for Transfer _____

NAME _____ SIGNATURE _____
Approval – Student Account Student Representative 1 (transfer from) Date _____

NAME _____ SIGNATURE _____
Approval – Student Account Student Representative 2 (transfer from) Date _____

NAME _____ SIGNATURE _____
Approval – Student Account Student Representative 3 (transfer from) Date _____

NAME _____ SIGNATURE _____
Approval – STUDENT ACCOUNT Advisor (transfer from) Date _____

APPROVAL BY AT LEAST TWO (2) STUDENT REPRESENTATIVES MUST BE EVIDENCED ABOVE.

Approval- Principal or Principal/Teacher or Designee Date _____

Approval Signature of Superintendent or Designee Date _____