

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
Accounting Operations - Internal Funds
215 W. Garden St.; Pensacola, FL 32502
Phone: 429-2917

REQUEST FOR TRANSFER FROM INTERNAL FUNDS

INSTRUCTIONS: Teacher/Sponsors will prepare this form to initiate the transfer of funds. Once all required signatures are obtained, the form must be presented to the bookkeeper/secretary to process the transfer. If copies are needed please prepare in duplicate or make a copy prior to presenting to the bookkeeper's/secretary's office.

DATE: _____

AMOUNT: \$ _____

TRANSFER FROM: _____

TRANSFER TO: _____

REASON FOR TRANSFER: _____

Transfer from: Teacher/Sponsor

Transfer to: Teacher/Sponsor