



WASHOE COUNTY SCHOOL DISTRICT - TRANSFER REQUEST

School/Department

Prepared by (Print Name)

Contact Phone Number

Contact Email

Approved by (Print Name)

Approval Signature

Fiscal Year

Choose One

Include back-up documentation to support your request. Incomplete requests will be returned via email.

- 1) Correcting Cost Transfers: Include the Budget to Actual details showing the original posting, and any other documents supporting the original posting (P Card receipts, PO report, etc.).
- 2) Cost Transfers: Include a copy of a work order, mail center bill, transportation bill, or other supporting items.
- 3) Budget Transfers: Attach any documentation which may include an approved Financial Review Committee (FRC) request.
- 4) If you need assistance completing this form, please contact the Business Process Trainer at 775-789-3438.

Once completed, please email all Cost Transfers to the Accounting Office (myrna.legge@washoeschools.net); and all Budget Transfers should be emailed directly to the Budget Analysts (see [Budget/Budget Office](#) for a list of current Budget Analysts). Grant funded requests should be emailed directly to the Grant Accountants. Contact the [Grants Office](#) for details 775-348-0277.

What is the purpose of this transfer request?

TRANSFER FROM:

Fund	Prog	Account Number				Detailed Description	Amount
		Func	Object	RC	Dept		

TOTAL _____

TRANSFER TO:

Fund	Prog	Account Number				Detailed Description	Amount
		Func	Object	RC	Dept		

TOTAL _____