

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**EXPENSE TRANSFER REQUEST\***

(For BUDGET, use a Budget Transfer Request)

DISTRICT USE ONLY  
 JE# \_\_\_\_\_  
 DATE \_\_\_\_\_

SCHOOL/SITE \_\_\_\_\_ FOR FISCAL YEAR \_\_\_\_\_

Line / # of digits	Fund (2)	Resource (4)	Yr (1)	Object (4)	Type (2)	Goal (4)	Function (4)	School (3)	Loc 1 (2)	Loc 2 (3)	Loc 3 (2)	Charge Into	\$ Existing Expense (can use cents)	Move Out Of
1.														
2.														
3.														
4.														
5.														
6.														

\* Note: Do not transfer any salary or benefit expenses on this form. Contact the Business Dept. for further direction.  
 Reason for transfer (s)--- attach support if applicable:

DEPARTMENT HEAD/DATE \_\_\_\_\_

PRINCIPAL/UNIT ADMINISTRATOR/DATE \_\_\_\_\_

----- DISTRICT OFFICE USE -----

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

DATE \_\_\_\_\_

DEPUTY SUPERINTENDENT, BUSINESS SERVICES/  
 DIRECTOR OF ACCOUNTING SERVICES