

COUNTY OF IMPERIAL EXPENDITURE TRANSFER REQUEST

To be completed by Originating Budget Unit:

<i>Use This Section for Single Budget Unit Transfers Only</i>		
EXPENDITURE REIMBURSEMENT (CREDIT)		
1. BUDGET UNIT/ORG KEY TITLE		
2. OBJECT DESCRIPTION		
3. ORG KEY CODE	4. OBJECT CODE	5. AMOUNT
EXPENDITURE TRANSFERRED TO (DEBIT)		
6. BUDGET UNIT/ORG KEY TITLE		
7. OBJECT DESCRIPTION		
8. ORG KEY CODE	9. OBJECT CODE	10. AMOUNT
11. PURPOSE: _____		
12. DEPARTMENT HEAD AUTHORIZATION (SIGNATURE)		
13. OFFSET BUDGET UNIT/FUND APPROVAL (SIGNATURE)		
CEO OFFICE USE ONLY		
APPROVED BY:		
COMMENTS:		

