

**COUNTY OF IMPERIAL
EXPENDITURE TRANSFER REQUEST
BUDGET FORM**

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:		

Use This Section for Expenditure Transfers between Multiple Budget Units

(This section replaces Items 2 through 11 on Page 1)

BUDGET UNIT/ORG KEY TITLE	OBJECT DESCRIPTION	OBJECT CODE	AMOUNT
EXPENDITURE REIMBURSEMENT (CREDIT)			
TOTAL:			

BUDGET UNIT/ORG KEY TITLE	OBJECT DESCRIPTION	OBJECT CODE	AMOUNT
EXPENDITURE TRANSFERRED TO (DEBIT)			
TOTAL:			