

School Bank Transfer Form

Purpose: to transfer funds from RBC School Trust account to RBC SD8 District operating account

Month of Transfer		
(Year YYYY)	- Month (MM)	- TF
		Example: 2020.01-TF for Jan 2020 Transfer

Bank Transfer From:		
School Name:		
School Trust RBC Account Number:		
Description of Transfer:		
School Trust G/L Code	GST	Total Amount
TOTAL:	\$	\$

Bank Transfer To:		
District RBC Account:	School District No. 8 (Kootenay Lake) Operating Account	
District G/L Code	GST	Total Amount
TOTAL:	\$	\$

Approved for Transfer			
Approval Signature:		Date:	
Title:			

Please submit with original expense back-up to:

Manager of Finance, School Board Office

Email: samara.shaw@sd8.bc.ca