

## School Bank Transfer Form

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

Month of Transfer		
(Year YYYY)	- TF	- TF
Month (MM)	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	Amount
<b>TOTAL:</b>	\$

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

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