

Accounting Request Form School Trust Funds

Requested By:			
Requested By Signature:		Date:	
Reason for Request:			

Journal Entry		
To record a new entry or move a specific entry (e.g. receipt or cheque) to another account.		
G/L Code	+ Debit	- Credit

Department Transfer		
To simply transfer funds to another department and no particular back-up.		
Department Code	Transfer From Department	Transfer to Department

Approval			
Principal Signature:		Date:	