

**PETALUMA CITY SCHOOLS
EXPENDITURE TRANSFER / JOURNAL ENTRY**

School/Site: _____

Authorized By: _____

| | ACCOUNT CODE | | | | | | | | REASON FOR TRANSFER | DEBIT | CREDIT |
|----|--------------|-----|----|------|-----|-----|-----|------|---------------------|-----------------------|-----------------------|
| | FD | RES | PY | GOAL | FNC | OBJ | SCH | MGMT | | (INCREASE EXPENSE) | (DECREASE EXPENSE) |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |

DESCRIPTION:

Total \$ _____ - \$ _____ -

1. _____
2. _____
3. _____

Bus Office Approval: _____

Batch No: _____

Posted by: _____ Date: _____