



Birmingham Public Schools

JE# _____

Request for Expenditure Transfer
(Expenditure means funds have been paid and need to be reallocated)

Date _____

Budget manager _____

Budget year _____

Correct Account to charge - DEBIT amount

Account number _____

Account title _____

Amount \$ _____

Account number _____

Account title _____

Amount \$ _____

Account number _____

Account title _____

Amount \$ _____

Account number _____

Account title _____

Amount \$ _____

Incorrect Account that was charged - CREDIT amount

Account number _____

Account title _____

Amount \$ _____

Account number _____

Account title _____

Amount \$ _____

Account number _____

Account title _____

Amount \$ _____

Account number _____

Account title _____

Amount \$ _____

Reason for transfer of expenditure _____

Signature of budget manager

Finance approval

White - Finance Yellow - Finance Pink - Originator