DESERT COMMUNITY COLLEGE DISTRICT **EXPENSE TRANSFER REQUEST**

Division Requesting Transfer Information Technology

Reason for Transfer To be paid by CARES funding

Requested by Marlene Reynolds Date 11/18/2020

Approving Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date 11/18/2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRANSFER FROM: AMOUNT TRANSFER TO:**

Fund, Site, Location, Program, Object whole $ amts. only Fund, Site, Location, Program, Object

 $5,000 

 $amount 

 $amount 

 $amount 

 $amount 

PLEASE FILL IN ALL AREAS COMPLETELY

ATTACH APPROPRIATE DOCUMENTATION

SIGN, DATE AND SEND TO FISCAL SERVICES

FOR FISCAL SERVICES USE ONLY - DO NOT WRITE BELOW THIS LINE

Entered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transaction code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_