V. 2023

Attachment A

TO: Head Accountant, Emma Gonzales
General Accounting Branch - **Financial Reporting Section**
Email: expendituretransfer@lausd.net

FROM:

School/Office Name | **Contact Name**

Contact Email | **Contact Telephone**

SUBJECT: TRANSFER OF EXPENDITURE REQUEST

Please transfer the following expenditure(s):
*Reminder this form is **not** Categorical Funds and Grants that start with **7xxxx**

	FROM							TO			
	Cost Center	**Trans ID***	**Amount**	**Fund**	**Functional Area**	**Commitment Item**		**Cost Center**	**Fund**	**Functional Area**	**Commitment Item**
	1899201			**010-0000**	**1110-1000-14112**	**430010**					
Explanation	Purchase of science instructional materials										
Explanation											
Explanation											
Explanation											
Explanation											

**** Can be obtained from SAP's ...***

Signature of Requesting Administrator | Date

Name and Title of Requesting Administrator

Local District Approval
Reviewed As to Allowability and Approved by:

Local District Categorical Program Advisor Name | Local District Categorical Program Advisor Signature

District Approval
Reviewed As to Allowability and Approved by:

District Administrator Name | District Administrator Signature

Approved requests can be emailed throughout the year, but must be received by Accounting and Disbursments Division on or before June 30th of each fiscal year in order to process the request in that fiscal year.

BUL-5400.0
c: Fiscal Specialist