BUDGET TRANSFER MEMORANDUM

TO: Comptroller's Office BPFA: _____
FROM: _____
DATE: _____
RE: Transfer of Funds

TRANSFER FROM		
Acct. No.	Pool	Amount
		$ 0.00

TRANSFER TO		
Acct. No.	Pool	Amount
		$ 0.00

JUSTIFICATION FOR TRANSFER:

_____

_____

_____

Submitted by (Name/Ext.): _____

Department: _____

Revised 2/2/2015