Shawnee Community College

Business Office Use Only
Date Received:
Date Processed:

TO: Brandy Woods, Director of Business Services

FROM: _____

SUBJ: **Budget Transfer**

DATE: _____

Approval is requested for the following budget transfer(s):

AMOUNT	FROM ACCOUNT TITLE	FROM ACCOUNT NUMBER	TO ACCOUNT TITLE	TO ACCOUNT NUMBER	JUSTIFICATION

Approved: _____
Vice President

Date: _____

Approved: _____
President/CFO

Date: _____