CAMPUS RETENTION COMMITTEE

TRANSFER ORDER REQUEST FORM

PLEASE PRINT LEGIBLY

PROJECT NAME: (Please check one)

- ○ ASP
- ○ MEChA Calmecac
- ○ RAIN
- ○ SEA CLEAR
- ○ SPEAR
- ○ WSP
- ○ CRC

Funding Source:
(Please check one)

- ○ CRC Summer
- ○ CRC AY
- ○ Seminar/Training
- ○ Chair
- ○ Other/Memo

Date of Memo:_____

LINE ITEM TO BE TRANSFERRED FROM:_____AMOUNT:$_____
(E.G.,CLERICAL SUPPLIES)

LINE ITEM TO BE TRANSFERRED TO:_____AMOUNT:$_____
(E.G., GRAPHICS/PRINTING)

REASON FOR TRANSFER:
(e.g. change in expenditures, facilities, dates)

***Budget Policies**: Up to 10% of the total approved budget, or an amount not to exceed $300, may be transferred to other funded line items. Projects cannot transfer out or into the Assistance line item.*

APPROVALS:
I CERTIFY THAT I AM AUTHORIZED TO APPROVE THE EXPENDITURES FOR THIS TRANSFER.

PROJECT DIRECTOR'S SIGNATURE:_____DATE:_____

CRC CHAIRPERSON'S SIGNATURE:_____DATE:_____

FOR OFFICE USE ONLY

LINE ITEM TO TRANSFER FROM:_____

_____ - _____ = _____
ALLOCATION TRANSFER NEW ALLOCATION

_____
NEW LINE ITEM BALANCE

LINE ITEM TO TRANSFER TO:_____

_____ + _____ = _____
ALLOCATION TRANSFER NEW ALLOCATION

_____
NEW LINE ITEM BALANCE

ENTERED BY:_____DATE ENTERED:_____