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**

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<thead>
<tr>
<th>LINE ITEM TO TRANSFER FROM</th>
<th>ALLOCATION</th>
<th>TRANSFER</th>
<th>NEW ALLOCATION</th>
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ENTERED BY:_________________ DATE ENTERED:____