

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
Accounting Operations - Internal Funds  
75 North Pace Blvd.; Pensacola, FL 32505  
Phone: 429-2917

## REQUEST FOR TRANSFER FROM INTERNAL FUNDS

**INSTRUCTIONS:** Teacher/Sponsors will prepare this form to initiate the transfer of funds. Once all required signatures are obtained, the form must be presented to the bookkeeper/secretary to process the transfer. If copies are needed please prepare in duplicate or make a copy prior to presenting to the bookkeeper's/secretary's office.

DATE: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

TRANSFER FROM: \_\_\_\_\_

TRANSFER TO: \_\_\_\_\_

REASON FOR TRANSFER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Transfer from: Teacher/Sponsor

\_\_\_\_\_  
Transfer to: Teacher/Sponsor