

Lee County Schools
TRANSFER VOUCHER

Purpose: To provide a medium through which accounts may be adjusted

- Procedure
- 1) Enter the account name which you wish to increase
 - 2) Enter the amount of the desired increase
 - 3) Enter the account name which you wish to decrease
 - 4) Enter the amount of the desired decrease
 - 5) Write an explanation for the adjustment
 - 6) Have the principal approve with date
 - 7) Have the Finance Officer approve the date
 - 8) Have the Superintendent approve the date
 - 9) File Copy

JOURNAL VOUCHER- TRANSFER OF FUNDS

_____ School _____

_____ Date _____

Account Increased	Amount	Account Decreased	Amount

Explanation For Transfer

Principal's Signature

Finance Officer's Signature

Superintendent Signature

Date

Date

Date