

American Samoa Community College
Budget Transfer Request Form
 Fiscal Year:

Grants Local

TRANSFER FROM					
	Fund	Cost Center	Account	Line Item Description	Amount
1					
2					
3					
Total					\$ -

TRANSFER TO					
	Fund	Account	Account	Line Item Description	Amount
1					
2					
3					
Total					\$ -

Explanation for the transfer

Required Signatures	Date
<div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 5px;"></div> President Approval	____ / ____ / ____
<div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 5px;"></div> Vice President Approval	____ / ____ / ____
<div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 5px;"></div> Requesting Dean/Director/Officer/Manager	____ / ____ / ____

transfers over \$10,000
 transfers involving capital outlays
 transfers between functions
 must be approved by BHE

BUSINESS DEPARTMENT ONLY
CFO approval _____ Date Entered: _____ Entered by: _____