



Transfer Funds Form

Department Name	Date	
Requested By:		
Name of Person Requesting Transfer		
Department or fund to receive transfer	Purpose of Transfer	Amount of transfer
Totals		

Authorized by (Staff or Department Head)

Authorized by (Pastor)

Board Approved *Date*

**Purchase Order Form
On back**

Instructions for Transfer

The purpose of this form is to transfer monies between departments or to other funds.

- Form must be filled out prior to transfer.
- Fill out name of Department requesting transfer, Requestor's name and Date
- Fill out Department or fund name to receive transfer. Ex. Children's, Food Pantry, etc.
- State the purpose of transfer. If there is no specific use, show "as needed"
- Obtain necessary approval.
 - Up to \$500.00 – Pastor Approval
 - Over \$500.00 – Board Approval
- After form is approved, return to Pastor's Secretary for accounting update.