

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Associated Student Body - Organized

Transfer Request

School: _____ Date: _____

Amount: _____ Permanent Temporary Return Date: _____

From: _____ To: _____

Reason for Transfer: _____

Amount: _____ Permanent Temporary Return Date: _____

From: _____ To: _____

Reason for Transfer: _____

Approvals:

Motion: _____ Second: _____ Yes No Abstain

Appears in the ASB minutes of _____ meeting.

Transferring Club Advisor _____ Date _____ Receiving Club Advisor _____ Date _____

Student Officer _____ Date _____ Principal/Designee Approval _____ Date _____

District Approval _____ Date _____ School Finance Clerk _____ Date _____

*****THIS SPACE FOR OFFICE USE ONLY*****

Transferring Account:

Current Balance \$ _____

Transfer \$ _____

New Balance \$ _____

Receiving Account:

Current Balance \$ _____

Transfer \$ _____

New Balance \$ _____

Distribution: White: Business Office; Yellow: If permanent, to Transferring Advisor, if temporary (loan), remains in Business Office until repaid, then returned to Transferring Advisor; Pink: Receiving Advisor