



Spooner Area School District

801 County Highway A · Spooner, WI 54801 · 715-635-2171 · www.spooner.k12.wi.us

INTRA-DISTRICT ACCOUNT TRANSFER REQUEST

USE THIS FORM TO TRANSFER FUNDS BETWEEN ACCOUNTS
TRANSFERS MUST BE ACTIVITY TO ACTIVITY OR GENERAL TO GENERAL

*FOR TRANSFERS BETWEEN ACTIVITY AND GENERAL ACCOUNTS
A CHECK REQUEST MUST ACCOMPANY THIS FORM*

Amount to Transfer: _____

Date: _____

Requested By: _____

Transfer **FROM** Account: _____

General Acct

Activity Acct

Account #: _____

Transfer **TO** Account: _____

General Acct

Activity Acct

Account #: _____

Description/Reason for Transfer: _____

Requestor Signature: _____

Date: _____

Approval Signature: _____

Date: _____

Notes: