

**City of Revere – Auditor/Budget Director  
EXPENSE Transfer Request Form**

From: \_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Authorizing Signature

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Only use this form if EXPENSE has been posted to the wrong account or fund

Account Expense  
Should Be Posted To: Org/Obj: \_\_\_\_\_ Desc: \_\_\_\_\_

Account Expense  
Originally Posted To: Org/Obj: \_\_\_\_\_ Desc: \_\_\_\_\_

Amount:         \$   

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**DO NOT FILL OUT BELOW: For Auditor/Budget Use Only**

\_\_\_\_\_  
City Auditor/Budget Director

\_\_\_\_\_  
Date

**Processed:**

Date: \_\_\_\_\_ By: \_\_\_\_\_ JE#: \_\_\_\_\_