



CITY OF BOSTON - REQUEST FOR TRANSFER OF EXPENDITURE N^o **E 1234567**
(EXPENDITURE TRANSFER)

CITY DEPARTMENTS COMPLETE THIS SECTION

| DEPARTMENT NAME: | | Auditing Department/Grant Monitoring Unit | | | | | | | DATE: | | August 14, 2002 |
|-------------------------|---------------|---|------|--------|------|---------|------|---------------|--------------------|---------------|-----------------|
| # | ACCOUNT TITLE | ACCOUNT | FUND | ORG | PROG | SUB-CLS | B.Y. | PROJECT/GRANT | DEBIT (TO) | CREDIT (FROM) | |
| 1 | Cell Phones | 52113 | 200 | 123456 | 3012 | 0000 | 1997 | ACN01716 | \$716.02 | | |
| 2 | Cell Phones | 52113 | 200 | 123456 | 3012 | 0000 | 1997 | ACN02716 | | \$716.02 | |
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| JOURNAL ID | | | | | | | | | SUB TOTALS: | \$716.02 | \$716.02 |

EXPLANATION: Transfer Cell Phones expenditure from FY01 Phone Grant to FY02 Phone Grant for the period of January 2002 thru April 2002

| AUDITING DEPARTMENT USE ONLY | | | | | |
|------------------------------|--------------|------------------|---------------------|----------------|--|
| SOURCE (DEPT) | LEDGER GROUP | TRANSACTION TYPE | ADJUSTING ENTRY Y/N | REVERSAL (Y/N) | |
| ENTRY DATE | | | REVERSAL DATE | | |

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|---|--------------------|--------------------------|--|
| AUTHORIZED | | AUDITING USE ONLY | |
| APPROVED IN ACCORDANCE WITH THE PROVISIONS OF THE | | PREPARED BY: | |
| AUDITING | BUDGET | REVIEWED BY: | |
| ORIGINATING DEPARTMENT | DEPARTMENT CHARGED | | |