

CHESTERFIELD COUNTY SCHOOL DISTRICT

ADJUSTING ENTRY FORM

(Do Not Use for transfer of payroll)

For Accounting Use Only
JE# _____

Transfer Request Date _____

Transfer From Account Number					Transfer to Account Number					Amount to be Transferred	Description
Fund	Func.	Object	Detail	Loc	Fund	Func.	Object	Detail	Loc		

Reason for Transfer:

Requesting Person

Principal or Dept. Head

Chief Financial Officer

Accountant