

**City of Revere – Auditing Department  
EXPENSE Transfer Request Form**

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

\_\_\_\_\_ Date

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

---

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**DO NOT FILL OUT BELOW: For Auditing Department Use Only**

\_\_\_\_\_  
City Auditor/Assistant City Auditor

\_\_\_\_\_ Date

**Processed:**

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