

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

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

\_\_\_\_\_ Date

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

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

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

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

Amount:        \$   

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

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

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

\_\_\_\_\_ Date

**Processed:**

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