**Modesto Junior College** **Associated Students**

**Prepared by: MJC Business Services**

**Revised on 08/06/14 File Name: Accounting Manual-Final.docx**

**Expenditure Transfer Procedures**

**Expenditure Transfers**

ASMJC can assist clubs with fundraising events, trips and seed monies. The following documents must be submitted to MJC Business Services three weeks prior to the date of the event/trip.

1. A completed Expenditure Transfer Form *(see the directions below).*
2. Student Government/Club minutes (*budget breakdown must be attached*).
3. Agenda, Announcement, Flyer (*only for on campus events and trips*).

Please use the following directions to complete the **Expenditure Transfer Form (Page 7)**:

1. **Fiscal Year:** Enter the appropriate fiscal year.
2. **Date:** Enter the current date.
3. **Prepared by:** Enter the name of person preparing the form.
4. **Account Number**: Enter the account number that you will be using for this transaction (*make sure the account has sufficient funds to complete the request*).
5. **Description:** Provide a description that explains the requested transaction.
6. **Debit** (**Increases the Expenditure or Decreases the Revenue**)

**Credit** (**Increases the Revenue or Decreases the Expense**)

7. **Signatures**: The Expenditure Transfer Form should be signed by the following Individuals:

1. Club Advisor(*If applicable*)
2. ASMJC President/Designee
3. ASMJC Advisor ( a designated certificated employee)
4. Vice President of Student Services

***In addition:*** *A copy of the ASMJC Senate minutes approving the expenditure transfer must be attached.*

