

# Darby Avenue PTA

## Transfer Request

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Request Made By: \_\_\_\_\_

Total amount to be transferred \$ \_\_\_\_\_

- Scrip Transfer
- Non-Scrip Transfer

Transfer From: \_\_\_\_\_

Transfer To: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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For Treasurer's Use Only: Date Transferred on Books: \_\_\_\_\_ Initials: \_\_\_\_\_  
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## Authorization

**For Secretary:**

The above transfer was approved by:

- Standing Rules
- Board Meeting of: \_\_\_\_ - \_\_\_\_ - \_\_\_\_
- Unit/Association Meeting of: \_\_\_\_ - \_\_\_\_ - \_\_\_\_
- Other: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
(President)

Signed: \_\_\_\_\_  
(Secretary)