

# Transfer of Funds

This form is to be used ONLY under special circumstances for transferring funds.  
The transfer of instructional funds between ESs due to student transfers is automatic.  
(Mail completed form to: IEM, 1166 Broadway Ste. Q, Placerville, CA 95667)

Date \_\_\_\_\_ School \_\_\_\_\_ Site/Program \_\_\_\_\_

Please transfer funding in the amount of \$ \_\_\_\_\_

From the account of: ES \_\_\_\_\_ ES Name \_\_\_\_\_  
(Buying ES)

Parent Code: P \_\_\_\_\_ Parent Name: \_\_\_\_\_

To the account of: ES \_\_\_\_\_ ES Name \_\_\_\_\_  
(Selling ES)

Parent Code: P \_\_\_\_\_ Parent Name: \_\_\_\_\_

### This transfer of funds is: (Choose one)

#1 \_\_\_\_\_ To correct a funding error due to a transfer\*.

#2 \_\_\_\_\_ Due to a purchase of items\*

#3 \_\_\_\_\_ To transfer funds from family to family, same ES, with advisor and parent approval.\*\*

Reason and Educational purpose for this transfer: \_\_\_\_\_

### Directions:

For #1 and #2, have each ES sign and date below.

For #2: If original items are listed in Webfiles on your Materials list, please follow the email process to transfer those items to the correct ESs list.

***\*For #1-2 Both Ed Specialists must agree before transaction will be processed***

\_\_\_\_\_  
ES signature (Buying ES) [ ] E-mail approval attached \_\_\_\_\_ Date

\_\_\_\_\_  
ES signature (Selling ES) [ ] E-mail approval attached \_\_\_\_\_ Date

***\*\*For #3, have parent, ES and advisor sign below.***

\_\_\_\_\_  
Parent signature \_\_\_\_\_ Date \_\_\_\_\_ ES signature \_\_\_\_\_ Date

\_\_\_\_\_  
Advisor signature [ ] E-mail approval attached \_\_\_\_\_ Date