

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, 4535 Missouri Flat Road, Ste. 1A - 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.**

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