

CWCS Transfer of Funds/Materials

This form is to be used ONLY under special circumstances for transferring funds.

The transfer of instructional funds and materials between ESs due to student transfers is automatic.

Transfers that involve the "purchase" of materials from ES to ES or family to family are done in FRED.

(Mail completed form to your Advisor or email below information with all approval emails included)

Date: _____

Transfer funding: in the amount of \$_____

From: the account of: ES # _____ ES Name _____

(Buying ES) Parent #: _____ Parent Name: _____

To: the account of: ES # _____ ES Name _____

(Selling ES) Parent #: _____ Parent Name: _____

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This transfer of funds is:

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

#2_____ To transfer funds from family to family, same ES, *with advisor and parent approval.***

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***For #1**

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

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

****For #2,** have parent, ES and advisor sign below:

Parent signature Date ES signature Date

Advisor signature [] E-mail approval attached Date