



# Guam Community College

## Finance & Admin

**Request for**

- ▶ **Appropriation/Allotment Transfer (Budget Adjustment)**
- ▶ **Expenditure Transfer**

- ☐ - Appropriation/Allotment Transfer (Budget Adjustment)
- ☐ - Expenditure Transfer

FROM FOAP NUMBER	TO FOAP NUMBER	AMOUNT

**TOTAL:**

Justification:

### AUTHORIZED SIGNATURES

\_\_\_\_\_  
DIVISION HEAD/Name

\_\_\_\_\_  
PROJECT MANAGER/ Name

\_\_\_\_\_  
DEPT/ DIVISION/ Name

\_\_\_\_\_  
Carmen K. Santos, CPA  
Vice President, Finance & Admin

\_\_\_\_\_  
DATE REQUESTED

\_\_\_\_\_  
DATE AUTHORIZED