



ACCOUNTABILITY TRANSFER FORM

Purpose: This form may be used to provide a means of accounting for the transfer of money or documents between areas.

Instructions: Complete the form and retain in the "Transfer from" area. See Accountability Transfer Form Instructions on GURU for further information.

Cash, Checks, or Other Items in the Amount of \$ _____

Description:

Transferred from:

Area

Person

Transferred to:

Area

I have received the items described above.

Signature

Date

This form may be used in place of a Transfer Log.

To be retained by the "Transfer From" area as signed evidence of the transfer.