

**SALMON RIVER CENTRAL SCHOOL  
EXTRA CLASSROOM ACTIVITY FUND**

**INTERORGANIZATION TRANSFER**

On occasion, one organization will want to transfer funds to another organization for services rendered or the general student organization may make appropriation to various activity organizations of the school. It is recommended that transfers of this kind follow the customary procedure for making withdrawals through preparation of a payment order.

After making the necessary entries in his/her books, the central treasurer instead of writing a check would use the interorganization transfer form shown below. The original would be given to the activity treasurer whose organization will receive the funds and the duplicate copy would be sent to the organization paying the funds.

When the activity treasurer receives the form, he/she should make the necessary entries to the standard file and file the transfer form as evidence to support the form.



**SALMON RIVER CENTRAL SCHOOL  
EXTRA CLASSROOM ACTIVITIES ACCOUNT  
INTERORGANIZATION TRANSFER**

DATE: \_\_\_\_\_

INITIATING ORGANIZATION: \_\_\_\_\_

PAY TO \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_  
CENTRAL TREASURER