

# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA REGISTRATION/BUDGET TRANSFER FORM

Registration fees for an event that is sponsored by Broward County Public Schools that are to be paid by a School/Department/Grant budget should use this form. Event includes a conference, workshop, seminar, etc.

|                      |  |                          |                           |               |                    |   |
|----------------------|--|--------------------------|---------------------------|---------------|--------------------|---|
| SECTION 1            | Name of event/event #:   |                          | Core Instructor Workshop  |               |                    |   |
|                      | Date of event:   |                          |                           |               |                    |   |
|                      | Sponsoring Department:   |                          | Health Education Services |               |                    |   |
|                      | Cost per attendee:   |                          | \$120.00                  |               |                    |   |
|                      | Names and personnel no. of those attending the event:                  |                          |                           |               |                    |   |
|                      |  |                          |                           |               |                    |   |
|                      |  |                          |                           |               |                    |   |
|                      |  |                          |                           |               |                    |   |
|                      |  |                          |                           |               |                    |   |
|                      |  |                          |                           |               |                    |   |
| No. of Participants  |  |                          | x Cost of Event           |               | = Registration Fee | - |
| SECTION 2            | <b>TO BE COMPLETED BY THE SCHOOL/DEPARTMENT BEING CHARGED (Debit):</b> |                          |                           |               |                    |   |
|                      | GL Acct.   | Bus Area                 | Cost Center               | Order         | WBS Element        |   |
|                      |  |                          |                           |               |                    |   |
|                      | Fund   | Grant                    | Functional Area           | Description   |                    |   |
|                      |  |                          |                           |               |                    |   |
|                      | Prepared by (print):   |                          |                           |               | Phone              |   |
| Approved by (print): |  |                          |                           | Location Name |                    |   |
|                      |  | Approved by (signature): |                           |               |                    |   |
| SECTION 3            | <b>TO BE COMPLETED BY THE SPONSORING DEPARTMENT (Credit):</b>          |                          |                           |               |                    |   |
|                      | GL Acct.   | Bus Area                 | Cost Center               | Order         | WBS Element        |   |
|                      |  |                          |                           |               |                    |   |
|                      | Fund   | Grant                    | Functional Area           | Description   |                    |   |
|                      |  |                          |                           |               |                    |   |
|                      | Prepared by (print):   |                          |                           |               | Phone              |   |
| Approved by (print): |  |                          |                           | Location Name |                    |   |
|                      |  | Approved by (signature): |                           |               |                    |   |

<sup>1</sup> The registering school or department must complete sections one and two and submit the form to the sponsoring location.

<sup>2</sup> The sponsoring location must verify the information in sections one and two, complete section three, and submit the form to Financial Reporting for processing.