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.

	Name of event/event #:			Core Instructor Workshop			
SECTION 1	Date of event:						
	Sponsoring Department:			Health Education Services			
	Cost per attendee:	\$12	\$120.00				
	Names and personnel no. of those attending the event:						
	_						
					_		
	No. of Participants			x Cost of Event		istration ee	_
N 2	TO BE COMPLETED BY THE SCHOOL/DEPARTMENT BEING CHARGED (Debit):						
					WBS		
	GL Acct.	Bus Area	Cost Center		Order	Eleme	ent
0.	Fund		Grant	Functional Area	De	 escription	
СТІО	Fund		Grant	Functional Area	De	escription	
SECTION			Grant	Functional Area			
SECTIO	Prepared by (print)		Grant	Functional Area	Pr	none	
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SECTIO	Prepared by (print)		Approved by (signature):	Functional Area	Pr	none	
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SECTIO	Prepared by (print) Approved by (print)):	Approved by (signature):		Pr	none on Name	
3	Prepared by (print) Approved by (print)):	Approved by (signature):	edit):	Pr	none	
3	Prepared by (print) Approved by (print) TO BE COMPLET GL Acct.): ED BY THE S	Approved by (signature): PONSORING DEPARTMENT (Cre	edit):	Pr	one on Name WB\$ Eleme	Sent
3	Prepared by (print) Approved by (print) TO BE COMPLET): ED BY THE S	Approved by (signature): PONSORING DEPARTMENT (Cre	edit):	Pr	none on Name	Sent
3	Prepared by (print) Approved by (print) TO BE COMPLET GL Acct.): ED BY THE S	Approved by (signature): PONSORING DEPARTMENT (Cre	edit):	Pr	one on Name WB\$ Eleme	Sent
	Prepared by (print) Approved by (print) TO BE COMPLET GL Acct. Fund Prepared by (print)	ED BY THE S Bus Area	Approved by (signature): PONSORING DEPARTMENT (Cre	edit):	Pr Location Order Pr	was Element	Sent
3	Prepared by (print) Approved by (print) TO BE COMPLET GL Acct. Fund	ED BY THE S Bus Area	Approved by (signature): PONSORING DEPARTMENT (Cre	edit):	Pr Location Order Pr	on Name WBS Eleme	Sent

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

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