

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 #:		Instructor Update Workshop			
	Date of event:					
	Sponsoring Department:		Health Education Services			
	Cost per attendee:		\$55.00			
	Names and personnel no. of those attending the event:					
No. of Participants			x Cost of Event	= Registration Fee	-	
SECTION 2	TO BE COMPLETED BY THE SCHOOL/DEPARTMENT BEING CHARGED (Debit):					
	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	TO BE COMPLETED BY THE SPONSORING DEPARTMENT (Credit):					
	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):				

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

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