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:	\$5	\$55.00				
	Names and personnel no. of those attending the event:						
	No of Dorticipanto			y Coat of Event		istration ee	
	No. of Participants			x Cost of Event	<u> </u>	ee	-
ION 2	TO BE COMPLETED BY THE SCHOOL/DEPARTMENT BEING CHARGED (Debit):						
					WBS		
	GL Acct.	Bus Area	Cost Center		Order	Eleme	
		Crant Eunotional Area		Description			
0	Fund		Grant	Functional Area	D/	ecrintion	
STIC	Fund		Grant	Functional Area	De	escription	
SECTIC	Fund		Grant	Functional Area	De	escription	
SECTION	Fund Prepared by (print)	:	Grant	Functional Area		escription	
SECTIC			Grant	Functional Area	Pr		
SECTIC	Prepared by (print)		Approved by (signature):	Functional Area	Pr	none	
SECTIC	Prepared by (print) Approved by (print)):	Approved by (signature):		Pr	none	
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3	Prepared by (print) Approved by (print) TO BE COMPLET GL Acct.): ED BY THE S	Approved by (signature): PONSORING DEPARTMENT (Cre	edit):	Pr	on Name WBS Eleme	S ent
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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.