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 #:

Date of event:

Sponsoring Department:

Cost per attendee:

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):

Approved by (print):

Phone

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):

Approved by (print):

Phone

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.

Form #4629 Rev 1/08