

District Business & Advisory Services

**Authorization and Order for transfer of School District Funds to
Payroll Revolving Funds**

FOR THE GOVERNING BOARD OF _____

Payroll Name: Tenth of Month End of Month Manual

Payroll Issue Date: _____

Under the provision of Section 42646 of the Education Code, you are hereby authorized and ordered to transfer from our school district's fund(s) to the Payroll Revolving Fund the **gross amount** required is \$ _____ to cover the submitted payroll prelists (PAY510, PAY512 & PAY513).

Payroll warrants will not be released without this signed authorization in District Business & Advisory Services (DBAS).

Authorized Signer's Signature: _____

Name: _____

Title: _____

Date: _____