

BUSINESS OFFICE NOTIFICATION

LUZERNE INTERMEDIATE UNIT #18

368 Tioga Avenue

Kingston, Pa. 18704

Phone: 570-287-9681

Fax: 570-287-5721

Cell Phone:

E-Mail:

TO: John Gordon, Business Manager

FROM:

RE: Creation and/or Charge of Accounts

Please create and/or charge the following budget: _____.

Building Code: _____ Account Code: _____

Description:

TRANSFER OF BUDGET AMOUNT

DATE: _____

PROGRAM: _____

DEPARTMENT: _____

BUILDING CODE: _____

ACCOUNT CODE: _____

AMOUNT	FROM	TO

EXPLANATION:

SIGNATURE

AUTHORIZATION