

**AUTHORIZATION TO PREPARE JOURNAL TRANSFERS**  
**Accounting Department**  
**Lincoln Public Schools**

I authorize the following employee(s) to prepare journal transfers on my behalf. Each transaction should not exceed \$250 and cannot be made from grant funds.

Employee(s) Authorized: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized By: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

This authorization will expire August 31st of the current school year.