UNITED STATES POSTAL SERVICE®

Request for Funds Transfer

Date:

Our Ref:

(Fold here before placing form in a window envelope.)

Pursuant to Management Instruction AS-720-90-9, Procedures for Transfers and Budgetary Adjustments of Expendable Equipment, prepare a journal to debit Account Number 56840 and credit Account Number 56830 for the following amount(s) and finance number(s). For additional entries, use Form 7370-A, Request for Funds Transfer (Continuation Sheet). Number pages sequentially, adding the name of your Division and the date on each attached 7370-A. Show grand total of all entries on Form 7370. Local reproduction of Forms 7370 and 7370-A is authorized.

Debit Account Number 56840		Credit Account Number 56830	
Finance Number	Amount	Finance Number	Amount
Grand total of all debits		**Grand total of all credits**	

Copies of Form 7381, Requisition for Supplies, Services, or Equipment, supporting the transaction(s) listed are on file in this office.

Signature of Manager, Support Services	PEN/Commercial Telephone Number with (Area Code) ( )
Typed Name and Division	Mailing Address

Entries may be continued on Form 7370-A