

Atlantic Cape Community College Backcharge Form  
Procedure No. 600.4 - Supplement 1

To be used for inter-departmental charges and transfers

**DESCRIPTION OF TRANSACTION: AMOUNT:**

**TOTAL:** \$

**TRANSFER FROM**

Department:

Budget Code:

**CHARGE TO:**

Department:

Budget Code:

**APPROVALS: Signature: Date:**

Department Head:

Division Head:

Senior Staff:

Copies of completed and approved form should be distributed to: Departments, Finance Office.  
If the charge is for tuition/fees, submit the completed and approved backcharge form with a  
completed Registration Form.