

Regional Education Service Agency (RESA) Mega Contract Authority Transfer Form

Reminders

Use this form to transfer authority within the RESA MEGA Contract.

Instructions

- Provide a detailed description/justification for the transfer and obtain **all** needed signatures **before** sending the form for review and/or processing.
- Complete the "From/To" section as applicable based on the current information for the request.
- Email the completed form to pdservices@mdek12.org.

Primary Contact Name	
Phone	
Email	
Description/Justification for the Transfer of Authority	

FROM		TO	
Planned Activity Name		Planned Activity Name	
Cost Center		Cost Center	
Grant Number		Grant Number	
Internal Order		Internal Order	
G/L Code		G/L Code	
PO Number		PO Number	
PO Line Number		PO Line Number	
Dollar Amount*		Dollar Amount*	

*required



APPROVALS

Requested by Program Office			
Requesting Bureau Director Signature		Date	
Transferring Program Office			
Transferring Bureau Director Signature		Date	

DIVISION OF PROFESSIONAL DEVELOPMENT USE ONLY

Date Received	
Date Processed	