DATE:
This form authorizes the General Accounting Division to transfer funds from:

DIVISION: ____________________________________________________________

CHARGE PCA CODE: __________________________________________________

CHARGE OBJECT/ITEM: ______________________________________________

AMOUNT: __________ to the Budget Code shown below for the following video conferencing services:

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOURS</th>
<th>DESCRIPTION OF TRAINING, CABLING, AUDIO CONFERENCING, AND/OR SATELLITE VIDEO CONFERENCING</th>
<th>AMOUNT</th>
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<td>(Example: call made to, date, start &amp; end time, etc.)</td>
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</tbody>
</table>

TOTAL

CHECK ONE:
CREDIT DHMH IRMA, Policy, Planning & Administration Division-/PCA Code B307G/0899

CREDIT DHMH IRMA, Information Technology Support Division-/PCA Code B306G/________

BUDGET CODE ________________________________________________________________

FUNDS CERTIFIED AS AVAILABLE FOR TRANSFER TO THE ACCOUNT ABOVE BY:

SIGNATURE/TITLE _______________________________________ DATE _______________

FUND TRANSFER TRANSACTION COMPLETED BY GENERAL ACCOUNTING DIVISION

SIGNATURE/TITLE _______________________________________ DATE _______________

NOTE TO GENERAL ACCOUNTING: When transaction is completed, please return a signed copy of this form to:

Sharon Morazzani
IRMA-Policy, Planning and Administration Division;
201 West Preston Street, Room LL-4; Baltimore, MD 21201
(410)767-5116, Fax: (410)333-5941