

## REQUEST FOR TRANSFER OF FUNDS BETWEEN INTERNAL ACCOUNTS

► Each section **must** be completed in order to process transfer

Only use form if transferring funds **between internal** University account numbers

1. Transfer from: \_\_\_\_\_ **Amount**

Account Number: a) \_\_\_\_\_ \$ \_\_\_\_\_  
                                   index                    fund                    org                    acct                    prog

Account Number: b) \_\_\_\_\_ \$ \_\_\_\_\_  
                                   index                    fund                    org                    acct                    prog

Account Number: c) \_\_\_\_\_ \$ \_\_\_\_\_  
                                   index                    fund                    org                    acct                    prog

2. Transfer To: \_\_\_\_\_ **Amount**

Account Number: a) \_\_\_\_\_ \$ \_\_\_\_\_  
                                   index                    fund                    org                    acct                    prog

Account Number: b) \_\_\_\_\_ \$ \_\_\_\_\_  
                                   index                    fund                    org                    acct                    prog

Account Number: c) \_\_\_\_\_ \$ \_\_\_\_\_  
                                   index                    fund                    org                    acct                    prog

3. Purpose or Description: \_\_\_\_\_

\_\_\_\_\_

4. Authorized Signature: \_\_\_\_\_

5. Print Name \_\_\_\_\_

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