

## 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: \_\_\_\_\_

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