



### Request To Transfer Funds Form

Use this form to request a transfer of cash from one Foundation fund to another for any purpose other than to establish or increase an endowment. To move cash to an endowment, please use the "Foundation Request to Establish/Increase a Quasi-Endowment" form.

**Transfer From**

Fund Name \_\_\_\_\_ Fund Number \_\_\_\_\_  
Amount \_\_\_\_\_

**Transfer To**

Fund Name	Fund Number	Amount
<b>Total</b>		

Please provide a detailed explanation of the purpose of the transfer and attach supporting documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Direct Inquires To

\_\_\_\_\_  
Campus Phone

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Authorized Signature (if fund requires 2 signatures )

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY-DO NOT WRITE BELOW THIS LINE**

Authorization Verified \_\_\_\_\_ Date \_\_\_\_\_

Approved  Denied  If denied explain: \_\_\_\_\_