

Authorization for Transfer of Funds

Use this form to request a transfer from fund balance. A Budget Transfer Request form should be used when transferring budget amounts. Your request may require both a transfer of funds and a budget transfer request. Please contact the Controller's Office with any questions relating to a request for transfer of funds.

Contact Name: _____ Contact Phone: _____

FROM: _____ **TO:** _____

Index: _____ Index: _____

OR _____ **OR** _____

Fund: _____ Fund: _____

Organization: _____ Organization: _____

Program: _____ Program: _____

Transfer Amount: _____

Explanation:

AUTHORIZATION:

- Board of Trustee's Minutes Dated: _____
- Board of Trustee's Approval Not Required

Initiated By: _____ Date: _____

Authorized By: _____ Date: _____
Dean / Department Head

Approved By: _____ Date: _____
Controller / Assistant Controller

Approved By: _____ Date: _____
Vice President Finance (when required)