

Authorization for Transfer of Funds

****Use this form to request a transfer from fund balance. A Budget Transfer Request form should be used to 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)