

 **REQUEST FOR TRANSFER OF FUNDS**

**IMPORTANT: To ensure that the funds are properly transferred, please provide a reason for the transfer, an account number and/or sundry number for both the debit and credit section, and an account manager’s signature approving the transfer. Submit completed form(s) to the Business Office.**

**REASON FOR TRANSFER:**

1. **Debit – Account Sending Funds**:

ACCOUNT NAME $

ACCOUNT NUMBER

APPROVER: PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGN & DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **Credit – Account Receiving Funds:**

ACCOUNT NAME $

ACCOUNT NUMBER

APPROVER: PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGN & DATE ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_