

Chapter and Club Transfer of Funds Request

Chapter or Club Name: _____

Instructions:

- 1. This sheet contains multiple “Transfer of funds” requests. Please complete as many as relevant.
- 2. This form should only be used when transferring funds from the operating account, to the scholarship account.
- 3. Do not use this form to request payments or reimbursements. Use the “Payment/Reimbursement Form.”
- 4. Signatures must be original signatures (may not be a digital or type-written signature).
- 5. The preparer may not be the approved signer.
- 6. The approved signer must be an “Authorized Signer” on the chapter/club account.
- 7. Submit the completed form to Peter Robertson (probertson@csufresno.edu) via email (scanned document), or fax (see footer of this page for fax number).

TRANSFER REQUEST #1

Transfer from: *Operating* Transfer to: *Scholarship*

Name of scholarship: _____

Amount (\$): _____

TRANSFER REQUEST #2

Transfer from: *Operating* Transfer to: *Scholarship*

Name of scholarship: _____

Amount (\$): _____

TRANSFER REQUEST #3

Transfer from: *Operating* Transfer to: *Scholarship*

Name of scholarship: _____

Amount (\$) _____

ACCOUNT SIGNER AUTHORIZATION

Prepared by (print name): _____ Date: _____

Approved signer #1 Print name: _____

Signature: _____ Date: _____