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. For all transfer of funds that exceed $250, two authorized signatures are required.
6. The preparer may not be the approved signer.
7. The approved signer must be an "Authorized Signer" on the chapter/club account.
8. 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 ($): _____

ACCOUNT SIGNER AUTHORIZATION

Prepared by (print name): _____ Date: _____

Approved signer #1 Print name: _____

Signature: _____ Date: _____

Approved signer #2 Print name: _____

Signature: _____ Date: _____