



## FUNDS TRANSFER REQUEST

Complete the following to request a transfer between Foundation accounts. To reimburse a PSU Index account from Foundation account funds, complete a check request form.

Please make the following:      Interfund Transfer      Correction      Close Account

Date: \_\_\_\_\_ Amount:\$ \_\_\_\_\_

Transfer funds OUT OF Account # \_\_\_\_\_ Name: \_\_\_\_\_

Transfer funds INTO Account # \_\_\_\_\_ Name: \_\_\_\_\_

Reason for Transfer (attach documentation if available/appropriate):

Authorized Account Signer:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

### FOR FOUNDATION USE:

Journal Entry: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rebecca Hein, Chief Financial Officer

Original to journal entry batch