

DREW UNIVERSITY
Office of Student Activities

TRANSFER of FUNDS REQUEST FORM

This form is used to move funds internally at Drew University from one club/organization/department to another. Please fill out the form in its entirety. Note that the transfer will not be completed unless both sections (credit and debit) are approved by authorized users. **A completed copy of this form MUST be submitted to the Office of Student Activities.**

Person Requesting Transfer:

Club/Organization/Department: _____

SIGNATURE

Position Held: _____ Ext.: _____ CM Box: _____

PLEASE PRINT

Reason for Transfer: _____

\$ _____
AMOUNT TO BE TRANSFERRED

FROM: *

TO:

ACCOUNT # TO BE CHARGED

ACCOUNT TO BE CREDITED

CLUB/ORGANIZATION/DEPT.

CLUB/ORGANIZATION/DEPT.

APPROVED BY SIGNATURE

APPROVED BY SIGNATURE

*Must complete transfer

STUDENT ACTIVITIES APPROVAL: _____ DATE: ___/___/___

ELECTRONIC TRANSFER SUBMITTED: ___/___/___ BY: _____

JOURNAL ENTRY NUMBER: _____

ELECTRONIC TRANSFER COMPLETED: ___/___/___ BY: _____