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: ___________________________

Position Held: ___________________________ Ext.: ______ CM Box: ______

SIGNATURE ___________________________

Reason for Transfer: ___________________________

PLEASE PRINT ___________________________

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: ___________________________