

Activity Request for Inter-program Funds Transfer

This is to request the transfer of \$ _____ from the _____
account to the _____ account due to the following reason:

Releasing Sponsor's Signature: _____ Date _____

Receiving Sponsor's Signature: _____ Date _____

Principal/Director's Signature: _____ Date _____

Business Office Section

Releasing Program:

Debit Expense GL _____

Credit Cash GL _____

Budget Amended

Receiving Program:

Debit Cash GL _____

Credit Expense GL _____

Budget Amended

Completed By: _____

Date _____