

**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 \_\_\_\_\_

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**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 \_\_\_\_\_