



# Internal Transfer Form

\_\_\_\_\_ Date

Use this form to transfer funds from one Foundation account to another Foundation account.

To transfer funds from your Foundation account to your JSU budget, you must complete a check request form made payable to JSU and include the JSU FOAP into which the funds should be deposited.

## Department Contact Information

Department Name \_\_\_\_\_

Phone \_\_\_\_\_

Department Contact \_\_\_\_\_

Email \_\_\_\_\_

## Transfer Request Details

Transfer From		
Fund Name	Fund #	Amount

Transfer To	
Fund Name	Fund #

## Transfer Purpose

## Approval

By my signature, I certify that the above transfer request is consistent with any applicable restrictions imposed by the fund agreement and with the Jacksonville State University Foundation policies.

\_\_\_\_\_ Fund Manager Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Fund Manager Supervisor Signature

\_\_\_\_\_ Date