

SABSC CLUB & ORGANIZATION TRANSFER OF FUNDS FORM

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Today's Date: ____ / ____ / ____

FROM (the club/organization giving the funds):

Club/Organization: _____

Contact Person: _____ Title: _____

Phone # (local): _____ E-Mail: _____

Chart String:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC use)</u>

Total Transfer Amount: \$ _____

Transfer Reason & Description: (Note: if this is a donation to a service trip list expenses & the amounts separately)

SIGNATURES REQUIRED:

CLUB TREASURER (PRINT) _____ SIGN: _____ DATE: _____

SPO/ODSD ADVISOR (PRINT) _____ SIGN: _____ DATE: _____

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TO (the club/organization receiving the funds):

Club/Organization: _____

Contact Person: _____ Title: _____

Phone # (local): _____ E-Mail: _____

Chart String:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC use)</u>

SABSC Use Only

Reason for return: *Insufficient Funds* *Insufficient Documentation* *Other:* _____

Comments: _____

On ____/____/____ the treasurer was emailed, the SPO/ODSD advisor was cc'd, & the form was returned to club mailbox

Reconciled to PeopleSoft by: _____ **Date:** _____

Comments: _____

How to Request Transfer of Funds

- Use the Transfer Request Form (TRF) to transfer funds from one club's/organization's chartstring to another club's/organization's or department's chartstring
- The Club/Organization giving the funds initiates the process
- The SPO/ODSD advisor of the club/organization initiating the transfer signs the form
- The transfer of funds take can take up to 14 business days
- You cannot spend the funds which you are expecting to receive through a transfer request until the revenue is reflected in your account
- SOFC fund allocations cannot be donated or transferred to another club, organization or department. However, revenue generated through fundraising or events (less expenses), can be transferred to share expenses (co-sponsorship) or donated to support a service trip's expenses