

# SABSC Transfer Form

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FROM (Student Organization or Department that is transferring funds out):**

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Chartstring Name (Required):** \_\_\_\_\_ **Department Name:** \_\_\_\_\_

**Chartstring:**

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

**Total Transfer Amount:** \_\_\_\_\_

**This form is used to cosponsor events and cannot be used to move or correct p-card expenses**

\*Funds cannot be moved from a fund 100 account to a 920 account for co-sponsorship. However, specific expenses can be moved, so please list them out separately in the following section.

\*Incurred expenses can be moved if departments are co-sponsoring an event

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

\_\_\_\_\_  
\_\_\_\_\_

**Authorized Approval:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

=====

**TO (Student Organization or Department receiving the funds):**

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Chartstring Name: \_\_\_\_\_

**Chartstring:**

<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>

----- *For SABSC Use Only* -----

Comments: \_\_\_\_\_

\_\_\_\_\_

Reconciled to PeopleSoft by: \_\_\_\_\_ Date: \_\_\_\_\_

# **How to Ensure Effective Processing**

## **General Information**

- This form is used for transferring funds if you are cosponsoring an event only. It is not used to move or correct P-Card expenses
- The transfer of funds take can take up to 10 business days
- Use the Transfer Form to transfer funds from one Student Organization or department's chartstring to another Student Organization or department's chartstring
- The Student Organization or department giving the funds initiates the process
- Fill out the Transfer Form completely and legibly. The form can be filled out online and printed
- For your records, make a copy of all paperwork before submitting to the SABSC

## **Student Organizations**

- Appropriate signatories for groups initiating the transfer must sign the form
- You cannot spend anticipated funds until the revenue is reflected in your account
- SOFC allocations cannot be donated or transferred to another Student Organization or departments. 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

## **Departments**

- Departments cannot donate funds to another department, and this form cannot be used to move or correct p-card expenses
- If departments are cosponsoring an event or program, incurred expenses can be moved