



FUNDS TRANSFER REQUEST

Send To: Business Services
Central Office
489-3307

Please transfer \$ _____

Account # to be charged _____

Account # to be credited _____

PO # (If applicable) _____

Reason for Transfer _____

Administrator's Signature _____

Location _____

Date _____

Please **EXPLAIN THE REASON** for the transaction, including what the funds were used for. Please attach the appropriate backup and any pertinent information relating to the request. It is also very important that account numbers are provided. **In order for the transaction to be made, the Administrator's signature must be included.** Thank you for your cooperation.