

**UNO FOUNDATION/ R&T FOUNDATION/ ALUMNI ASSOCIATION
Interdepartmental Transfer of Funds**

(DO NOT USE FOR UNIVERSITY ACCOUNTS)
Return to the UNO Foundation Accounting Office
2021 Lakeshore Drive, ATC Suite 420

College /Department: _____

Date: _____

Department Contact: _____

Phone ext: _____

Reason for Transfer _____

TRANSFER FROM:
Account Debited

Account #	Amount
Total	

TRANSFER TO:
Account Credited

Account #	Department	Amount
	Total	

Requested By :

Type Name _____
Account Administrator of Transfer From Account

Signature _____

Date: _____

Through:

Type Name _____
Dean or Vice President

Signature _____

Date: _____

UNO Foundation Associate Vice-President

Date: _____

TRANSFERS

The Transfer Form is to transfer funds from one Foundation account to another Foundation account or transferring funds from a Foundation account to the Alumni Association.

College/Department: The department responsible for the administration of the "TRANSFER FROM" Account

Department Contact: Person to be contacted if the Foundation accounting Office has questions about the transfer.

Reason for Transfer: Why is the department transferring funds, (Example: Correct deposit or check request errors, to support another account's project, to cover account deficits, to pay Alumni Assoc. invoices.

TRANSFER FROM: Account Funds will be moved from or expenses charged to.

TRANSFER TO: Account receiving Funds, include the name of the department receiving the funds

**Originals with appropriate signatures must be sent to Foundation accounting Office
Attach appropriate support: Invocies from Alumni or copy of project activity reports if it is correcting a posting error**