

**INTER-FUND TRANSFER REQUEST FORM**

*Please use this form to transfer funds between foundation funds*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | |  | | |  | | | | | |
|  | | *Name of Foundation Fund* | | | | | | |  | | | | |  | | | *Fund Number* | | | | | |
|  | |  | |  | | | | | | | | | | |  | |  | | | | | |
|  | |  | | |  | | | | | | | | | |  | | *Amount* | | | | | |
|  | | | | | | | | | | | | | | |  | |  | | | | | |
| *Name of Foundation Fund* | | | | | | | | | | | | | | |  | | *Fund Number* | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| ***Note: If requesting a transfer from a restricted fund, attach appropriate documentation.*** | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | |  |  |  | | | | | | | |  | | |  | | |  | |
| *Fund Administrator (Printed Name)* | | | | | |  | *Signature* |  | | | | | | | | | |  | | *Date* | | |
|  | | | | | |  |  |  | | | | | | | | | |  | |  | | |
| *Optional Other Approval (Printed Name)* | | | | | |  | *Signature* |  | | | | | | | | | |  | | *Date* | | |
|  | | | | | |  |  |  | | | | | | | | | |  | |  | | |
| *Optional Other Approval (Printed Name)* | | | | | |  | *Signature* |  | | | | | | | | | |  | | *Date* | | |
|  | | | | | |  |  |  | | | | | | | | | |  | |  | | |
| *Optional Other Approval (Printed Name)* | | | | | |  | *Signature* | | | | | | | | | |  | | *Date* | | | |
|  |  | | | | | | | | |  |  |  | *Date* | | | | | | | | | |  | |
| *Prepared by:* | | | | | | |  | | |  | | | | | | | | *Phone* | | | |
|  | | |

**Transfer From:**

**Date:**

**Transfer To:**

**Reason:**

Requested By:

Approved By:

Approved By:

Approved By:

Foundation Approval:

Revised 5/30/2019