

**UNO 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 Chief Financial Officer

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 Person

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

Reason for Transfer: Explain 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, etc.)

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.

Please attach any additional support, including invoices, email correspondences, contracts/agreements, project activity reports, etc.