

LSU NEW ORLEANS FOUNDATION / ALUMNI ASSOCIATION

Interdepartmental Transfer of Funds

(DO NOT USE FOR UNIVERSITY ACCOUNTS)

Return to the LSUNO 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	\$ 0.00

TRANSFER TO:

Account Credited

Account #	Department	Amount
	Total	\$ 0.00

Requested By :

Type Name

Account Administrator of Transfer From Account

Signature

Date: _____

Through:

Type Name

Dean or Vice President

Signature

Date: _____

Date: _____

LSUNO Foundation Chief Financial Officer

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.