

SAN FRANCISCO STATE UNIVERSITY FOUNDATION

REQUEST FOR TRANSFER OF FUNDS FROM ENDOWMENT FUND TO SPENDING ACCOUNT

DATE: _____

ENDOWMENT FUND NAME:

FROM: ENDOWMENT ACCOUNT NUMBER: _____

TO: SPENDING ACCOUNT NUMBER: _____

PROJECT DIRECTOR: _____

EMAIL: _____ PHONE NUMBER: _____

FISCAL YEAR: _____

- ANNUAL DISTRIBUTION PAYOUT REQUESTED (#660985) \$ _____
- OTHER DISTRIBUTION REQUESTED (#660979) \$ _____
(for temporary or spend-down endowments only)

LIST SPECIFIC EXPENDITURES TO BE PAID OUT OF TRANSFERRED FUNDS (if scholarships, then please list recipients):

SUBMITTED BY: _____ DATE: _____
Signature of Project Director

REVIEWED & APPROVED BY: _____ DATE: _____
Chief Financial Officer
SF State Foundation

Transfer processed by: _____ Date: _____
University Corporation (Auxiliary)

Internal Use Only:

_____	_____
Fiscal Year	Payout Amount