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