

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: _____

AMOUNT REQUESTED: _____

FISCAL YEAR: _____

ANNUAL DISTRIBUTION PAYOUT

OTHER

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