

SOFC Transfer Request

Student Organization Name: _____

SOFC Use Only

Approval: _____

Account Number	Sub-Account	Date (mmddyyyy)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Trans #: _____

Date: _____

Transaction Information

TO Account Name	To Account Number	Amount	SOFC Use Only
<div style="background-color: #cccccc; width: 80%; height: 20px; margin-bottom: 5px;"></div>	<div style="background-color: #cccccc; width: 80%; height: 20px; margin-bottom: 5px;"></div>	<div style="background-color: #cccccc; width: 80%; height: 20px;"></div>	<p style="text-align: center;">Object Code</p> <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px;"></div>
FROM Account Name	FROM Account Number		<div style="background-color: #cccccc; width: 80%; height: 20px; margin-bottom: 5px;"></div>

Reason for Transfer:*

**Attach backup documentation if needed (transferring between organizations, dues, transfers of misapplied funds.)*

*I certify that this money was used as outlined and that
NO ALCOHOLIC BEVERAGES
are included in this purchase.*

Privacy Policy *State law requires that you be informed of the following (1) you are entitled to request to be informed about the information about yourself collected by the use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."

Student Organization Leader Signature	
<div style="background-color: #cccccc; width: 100%; height: 100%;"></div>	
Phone: _____	Date: _____
Faculty / Staff Advisor Signature	
<div style="background-color: #cccccc; width: 100%; height: 100%;"></div>	
Phone: _____	Date: _____
SOFC Signature(s) as needed	
Phone: _____	Date: _____

SOFC Notes