

# SOFC Transfer Request

Student Organization Name:

**SOFC Use Only**

Approval:

Trans #:

Date:

Account Number

Sub-Account

Date (mmddyyyy)

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## Transaction Information

TO Account Name	To Account Number	Amount	SOFC Use Only											
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FROM Account Name	FROM Account Number													
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> - <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>													Object Code <div style="border: 1px solid black; width: 100%; height: 25px; margin: 5px auto;"></div>

Reason for Transfer:\*

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\* Attach backup documentation if transferring between organizations -

\* Memo from organization funds are coming from or invoice from org funds are going to.

*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	
Phone:	Date:
Faculty / Staff Advisor Signature	
Phone:	Date:
SOFC Signature(s) as needed	
Phone:	Date:

SOFC Notes