

Request for Use of Transfers from Expendable Endowments

Provost Finance Office
(An Annual Request must be made)

Name of Endowment and Expendable Fund Code Number

What is the purpose and use of Endowment:

Explain rationale for requiring the use of a transfer versus showing actual expenditures:

Explain in detail how the funds will be used and the amount of the transfer:

Fiscal year the funds are to be used: Default single year specified below

Name and fund code number where transfer is to be made and the purpose/restriction associated with this fund code:

Requestor Name and Date:

*This form must be signed off and use agreed to by the Business Manager

Business Manager Name: _____

Business Manager Signature: _____

Date: _____

PAMC Finance Approval: _____

Date: _____

Please note, the department must make an annual review and confirmation must be made of the appropriate use of these transferred funds.