



Comptroller's Office · Hill Hall · Room 224

Agency Account: Funds Transfer Request

Instructions: Fill out the form completely and return to the Comptroller's Office for processing. This form is only to be used for transferring funds between agency accounts. **Hand written forms will not be accepted.**

Today's Date: _____

TRANSFER FROM

Account Name: _____

Account No.: _____ Amount: \$ _____

Purpose of Transfer: _____

Printed Name Signature Date
(To be signed by agency account holder.)

TRANSFER TO

Account Name: _____

Account No. _____