

**Western University of Health Sciences  
Fund Transfer Request**

**TO: BUSINESS OFFICE**

**CURRENT DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_  
Budget Manager

**ACTIVITY DATE:** \_\_\_\_\_

Please execute fund transfers as detailed herein. Type of Transfer: Budget \_\_\_\_\_ Cash \_\_\_\_\_ Expense  
Reclass \_\_\_\_\_

Budget transfers are required to move funds from one account to another within the same fund and organization.  
Cash transfers are required to move funds between funds and/or organizations utilizing the same account number.

Justification for fund transfers/reclass: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRANSFER FUNDS OUT (Budget/ - ) (Cash/ D)**

Fund	Org	Acct	Prog	Acvty	Description	Amt
TOTAL						

**TRANSFER FUNDS IN (Budget/ + ) (Cash/ C)**

Fund	Org	Acct	Prog	Acvty	Description	Amt
TOTAL						

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Budget Manager

\_\_\_\_\_  
Date