

BANK TRANSFER AUTHORIZATION

REQUESTED BY: _____ DEPARTMENT: _____

Transfer details:

Transfer from (SOURCE): _____

Transfer to (RECIPIENT): _____

Vender number, if applicable: _____

Transfer amount: _____ Transfer date: _____

Reason for Transfer: _____

DEPARTMENTAL AUTHORIZATION SIGNATURE: _____

MUNIS details:

Charge to:	ORG	OBJ	PROJ	AMOUNT
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Administrative Departmental Use Only

Auditor's Office Approval: _____

Treasurer's Office Approval: _____

Auditor's Office Release: _____

Name of Treasurer's Office
Personnel who processed transfer: _____