



Student Organization Transfer Request Form

Use this form to transfer funds from one department or student organization to another department or student organization. Please do not use acronyms when naming an organization or department; spell out the full name.

Please select which type of transfer this is:

- Department to Student Organization
- Student Organization to Student Organization
- Student Organization to Department
- Multiple Transfer Types

Transferring Department/Organization Information:

Name of Person Completing Request (Requestor/Treasurer)	
Name of Organization/Department Transferring Funds	
Department and Account Number of Organization/Department Transferring Funds	
Total Amount to Transfer	

Send Transfer(s) to

Organization/Department Name	Reason for Transfer	Account Number (6 Digits)	Fund (100)	Department Number (5 Digits)	Amount to Transfer

Requestor/Treasurer Signature: _____ **Date:** _____

Budget Supervisor (Faculty/Staff) Approval: _____ **Date:** _____

Please send completed form to Budget Administrator at budgeting@stthom.edu
 If more than 6 transfers, please attach an Excel Sheet with necessary information.