# TRANSFER AUTHORIZATION FORM

|  |  |
| --- | --- |
| Transfer of less than $75,000 | Transfer of $75,000 or more |

(Check applicable type of transfer.)

|  |  |  |
| --- | --- | --- |
| Auxiliary Enterprise/Service Unit | | |
|  | Requesting Transfer: |  |
|  | (include name and dept number) |  |
|  |  |  |
| Auxiliary Enterprise/Service Unit | |  |
|  | Transferring funds: |  |
|  | (include name and dept number) |  |
|  |  |  |
| Amount of Transfer | |  |
|  |  |  |
| Justification for Transfer: | |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## REQUIRED APPROVALS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Requested by: | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Date: | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Loaner: | | |  |  | \*\* | President Approval: |  |
|  | | |  |  |  |  |  |
| Date: | | |  |  |  | Date: |  |
|  | | |  |  |  |  |  |
|  | \*\* | Transfers less than $75,000 require the approval of the President. | | | | | |
|  |  |  | | | | | |
|  |  | Transfers of $75,000 of more require the approval of the President and the Board of Regents. | | | | | |