

Southern University System Foundation

3rd Floor, J.S. Clark Administration Building
Post Office Box 9562
Baton Rouge, Louisiana 70813
Phone #: (225) 771-3911
Fax #: (225) 771-3242

Interfund Transfer Request

Date: _____

Please check one: Interfund Transfer Correction

I. Requestor Department Information

From Account Name: _____ Amount: \$ _____

II. Receiving Department Information

To Account Name: _____ Amount: \$ _____

Fund Manager Name: _____

III. Explanation/Description

Note: *Attach supporting documentation*

IV. Fund Manager Authorization

Department: _____

Requested by: _____ Telephone & Ext.: _____

Type/Print Fund Manager Name

Fund Manager Signature

Date

SUSF ACCOUNTING USE ONLY

JV No. _____ Trace No. _____ Business Date _____ Entry Date _____

Acct.# - GL Code - Acct. Code	Description	Ref#1	Ref#2	Ref#3	Debit	Credit
TOTAL						

Prepared by: _____ Approved by: _____ Data Entry By: _____

Revised 12/2013