



INTERDEPARTMENTAL FUND TRANSFER FORM

The purpose of completing and signing an Interdepartmental Funds Transfer Request is to formally authorize and document the transfer of funds between departments within our organization. This process ensures that the transaction is properly tracked, aligns with budgetary constraints, and complies with internal financial controls. By completing and signing the request, the initiating department confirms the need for the funds, and the receiving department acknowledges the transfer. It also provides a clear record for financial reporting, auditing, and accountability purposes. Please allow a minimum of **5 business days** for processing.

All completed transfer request forms should be submitted to: Fundmanagement@catawba.edu for processing.

ORIGIN AND EXPLANATION OF FUNDS TO BE TRANSFERRED:			
Fund/Budget/Program Manager Name:			
Restricted or Unrestricted Funds:			
Fund Description:			
Details:			

				Request Date:			
Transfer From:				Description/Notes:			
Fund	Org	Acct	Prog		Debit	Credit	

Transfer To:				Description/Notes:			
Fund	Org	Acct	Prog		Debit	Credit	

Approval Signatures Required:

Fund/Budget Manager Authorizing Signature: _____ Date: _____

Business Office Finance Authorizing Signature: _____ Date: _____

Transfer Processed By: _____ Processed Date: _____ Journal Entry Number: _____