



LOYOLA UNIVERSITY MARYLAND

— 1852 —

**INTERNAL TRANSFER OF FUNDS REQUEST FORM –**

The Internal Transfer of Funds Form is used in cases where funding to/from an unrestricted operating account (account starting with 11) is moved to another type of unrestricted account (accounts starting with 12 or 13). For transfers between unrestricted operating accounts (both accounts starting with 11), please complete a Budget Adjustment Form.

**REDUCE FUNDING TO THIS ACCOUNT:**

FUND	MAJOR	FUNDING SUBCLASS	TRANSFER SUBCLASS	DESCRIPTION	AMOUNT
			9000500		
			9000500		
			9000500		
				<b>TOTAL</b>	

\_\_\_\_\_  
**Budget Officer Authorization\***      **Extension**      **Date**

**INCREASE FUNDING TO THIS ACCOUNT:**

FUND	MAJOR	FUNDING SUBCLASS	TRANSFER SUBCLASS	DESCRIPTION	AMOUNT
			9000000		
			9000000		
			9000000		
				<b>TOTAL</b>	

\_\_\_\_\_  
**Budget Officer Authorization\***      **Extension**      **Date**

**Purpose of Transfer:**

\*An authorized Budget Officer signature is required for each budget number listed. Transfers greater than \$1,000 require the approval of the Director, Budget and Planning.

\_\_\_\_\_  
**JE Ref#**      **Date**      **Budget #**      **Date**

**Return to Controller’s Office for Processing**