

Webster University Transfer of Funds

Date: _____

Transfer from (debit) account:

Fund <small>(2 Digits)</small>	Department/Function <small>(4 Digits)</small>	Line Item/Object <small>(4 Digits)</small>	Project/Subfund <small>(4 Digits)</small>	<u>Amount</u>
	-		-	\$ _____
	-		-	\$ _____

Approver: _____

Signature of Budget Authority for the Department

Printed Name

Transfer to (credit) account:

Fund <small>(2 Digits)</small>	Department/Function <small>(4 Digits)</small>	Line Item/Object <small>(4 Digits)</small>	Project/Subfund <small>(4 Digits)</small>	<u>Amount</u>
	-		-	\$ _____
	-		-	\$ _____

Approver: _____

Signature of Budget Authority for the Department

Printed Name

Reason for the transfer:

Submit to: Webster University
Attn: Finance Office
470 East Lockwood
Webster Groves, MO 63119

Complete the form and attach the supporting documentation. Retain a copy for your records.