



THE OHIO STATE UNIVERSITY  
MEMORANDUM

**TO:** Endowment Administration  
Riverwatch Tower, Suite B  
364 West Lane Avenue

**RE:** Request for Transfer to/from Endowment  
Principal Funds

The undersigned requests that \_\_\_\_\_ of the balance in the following ChartField combination:

**Required:**  
\_\_\_\_\_ **Amount**

\_\_\_\_\_ **Organization**                      \_\_\_\_\_ **Fund**                      \_\_\_\_\_ **Fund Name/Description**

**Optional:**

\_\_\_\_\_ **Project\***                      \_\_\_\_\_ **Program\***                      \_\_\_\_\_ **User Defined\***

be transferred to the following ChartField combination:

**Required:**

\_\_\_\_\_ **Organization**                      \_\_\_\_\_ **Fund**                      \_\_\_\_\_ **Fund Name/Description**

**Optional:**

\_\_\_\_\_ **Project\***                      \_\_\_\_\_ **Program\***                      \_\_\_\_\_ **User Defined\***

\*These fields are for College/Department information only as EIDS can not provide this information to the General Ledger at this time.

**Description/Purpose of Transfer (255 characters):**

\_\_\_\_\_

**NOTE:** Fiscal officer certifies the requested amount is available for transfer to endowment principal, and the requested transfer is in accordance with any purpose restrictions on the Fund.  
DEAN or VICE PRESIDENT approval is required for all transfer requests from invadable Funds.

\_\_\_\_\_ **Dept or College Fiscal Officer**                      \_\_\_\_\_ **Date**                      \_\_\_\_\_ **Phone**                      \_\_\_\_\_ **E-mail**

\_\_\_\_\_ **Approval - Dean or Vice President**                      \_\_\_\_\_ **Date**

\_\_\_\_\_ **Approval - Office of the Treasurer**                      \_\_\_\_\_ **Date**