



FORT LEWIS COLLEGE FOUNDATION

1000 Rim Drive
Durango, CO 81301
(970) 247-7425
(970) 247-7175 (fax)

TRANSFER REQUEST

Date Submitted: _____

Amount of Transfer: _____

Type of Transfer: Foundation Fund to another Foundation Fund
 Foundation Fund to College Organization

From Foundation Fund:

Fund Name _____

Fund # _____

To Foundation Fund/College Organization:

Fund/Organization Name _____

Fund #/Org # _____

Description/Explanation:

Submitted by: _____ Phone _____

As signer I certify that the above transfer is in compliance with account restrictions for the Foundation fund(s) listed and that substantiating documentation, if available, is attached to this request

Approval: _____
Department Chair, Assistant to Director or Department Rep (signature only)

Approval: _____
Dean or VP (signature only)

Office Use Only
Journal Entry: _____
Date Entered: _____
Entered by: _____