

**SAN FRANCISCO STATE UNIVERSITY FOUNDATION**

**REQUEST FOR TRANSFER OF FUNDS FROM ENDOWMENT FUND TO SPENDING ACCOUNT**

DATE: \_\_\_\_\_

ENDOWMENT FUND NAME: \_\_\_\_\_  
\_\_\_\_\_

FROM ENDOWMENT ACCOUNT NUMBER: \_\_\_\_\_

TO: SPENDING ACCOUNT NUMBER: \_\_\_\_\_

PROJECT DIRECTOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

ANNUAL DISTRIBUTION PAYOUT  OTHER

LIST SPECIFIC EXPENDITURES TO BE PAID OUT OF TRANSFERRED FUNDS (if scholarships, then please list recipients:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature of Project Director

Reviewed & approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Chief Financial Officer  
SF State Foundation

Transfer processed by: \_\_\_\_\_ Date \_\_\_\_\_  
Auxiliary Business Services