



# THE OHIO STATE UNIVERSITY Endowment Transfer Form

*Please Note: Deadline for submission to  
endowment accounting is 8 a.m. on the last  
business day of each month*

The undersigned requests the following transfer:

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

**Transfer from the following ChartField combination:**

*Required:*

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

*Optional:*

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

**Transfer 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 Fundriver cannot provide this information to the General Ledger at this time.

**Description/Purpose of Transfer:**

**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. Some invasions may also need the approval of 1) the Senior Vice President-Finance & CFO and 2) the Executive Vice President & Provost. Please see the individual endowment fund's description for details.

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

\_\_\_\_\_  
Approval - Dean or Vice President Date Approval - Office of the Controller Date

\_\_\_\_\_  
Approval - \_\_\_\_\_ Date Approval - \_\_\_\_\_ Date

**Send to:** Endowment Accounting  
2034 Blankenship Hall  
901 Woody Hayes Drive  
email: EndowmentAccounting@osu.edu