

A budget transfer form is used when one club/org needs to transfer money into another club/org account.



UNDERGRADUATE ORGANIZATION BUDGET TRANSFER REQUEST FORM

student
aide:
date
stamp &
initial

OFFICE USE ONLY

Spreadsheet:

Access #:

Leave Blank

Student organization representative completes the top two sections and submits completed form to their administrative advisor

STUDENT ORGANIZATION PART ONE: CONTACT INFORMATION

Contact name: Student Org Representative Name Hofstra ID: ID # of Rep
Email: Student's Hofstra Email@hofstra.pride.edu Phone: (XXX) XXX-XXXX
Organization: Name of Club/Org Position: E-Board or Member

STUDENT ORGANIZATION PART TWO: TRANSFER DETAILS

Transfer Amount: \$ Dollar amount of transfer Date: Today's Date
Transfer from account #: Budget # From Which \$ is Being Deducted Account name: Club/Org Name
Transfer to account #: Budget # Receiving the \$ (where \$ was spent from) Account name: Club/Org Name

Reason for transfer:
Why is this money moving from one account to another?
Example: Club A is splitting the cost of supplies for event with Club B
Example: Club A is co-sponsoring printing of a publication with Club B

OFFICE USE ONLY

OSLE, SAPA, Campus Recreation
Administrative Advisor: _____ Received: _____ Signed: _____ N/A
SGA Controller: _____ Received: _____ Signed: _____ N/A
SGA Funds: _____ Income: \$ _____ N/A
Transfer: SGA Funds: \$ _____ Income: \$ _____ N/A
Received: _____ Signed: _____ N/A
SGA Advisor: _____ Received: _____ Signed: _____ N/A
Associate Dean: _____ Received: _____ Signed: _____ N/A

Leave this blank - your OSLE advisor will complete this part.

Leave Blank