

# Webster University Transfer of Funds

Date: \_\_\_\_\_

**Transfer from (debit) account:**

Fund <small>(2 Digits)</small>	Department/Function <small>(4 Digits)</small>	Line Item/Object <small>(4 Digits)</small>	Project/Subfund <small>(4 Digits)</small>	<u>Amount</u>
	-	-	-	\$ _____
	-	-	-	\$ _____

Approver: \_\_\_\_\_  
Signature of Budget Authority for the Department Printed Name

**Transfer to (credit) account:**

Fund <small>(2 Digits)</small>	Department/Function <small>(4 Digits)</small>	Line Item/Object <small>(4 Digits)</small>	Project/Subfund <small>(4 Digits)</small>	<u>Amount</u>
	-	-	-	\$ _____
	-	-	-	\$ _____

Approver: \_\_\_\_\_  
Signature of Budget Authority for the Department Printed Name

**Reason for the transfer:**

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Submit to: Webster University  
 Attn: Finance Office  
 470 East Lockwood  
 Webster Groves, MO 63119

Complete the form and attach the supporting documentation. Retain a copy for your records.