



***Southwestern Oklahoma
State University
Foundation, Inc.***

100 Campus Drive
Weatherford, Oklahoma 73096
(580) 774-3267 (580) 774-3028

TRANSFER REQUEST

Transfer from: _____ Date of Request: _____
Department (MM/DD/YY)

Department Chairperson: _____

Please transfer the following:

Transfer from Fund Number: _____ Fund Name: _____

Transfer to Fund Number: _____ Fund Name: _____

Amount of Transfer: \$ _____

Purpose of Transfer: _____

INSTRUCTIONS:

- 1. All custodial accounts must be approved by Chair & Dean.**
- 2. Keep Yellow Copy for your records.**
- 3. Send White & Pink Copies to Foundation.**

APPROVALS:
Department Chairperson:

SIGNATURE DATE
DEAN

SIGNATURE DATE
FOUNDATION

SIGNATURE DATE