



***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