

# REGENT UNIVERSITY INTERDEPARTMENTAL FUND TRANSFER REQUEST

(This request should be used in place of using your Regent JPM credit card for payments related to internal Regent events or functions, as well as for interdepartmental fund transfers.)

**TO: KARON LOCHER, BUSINESS OFFICE ADM 134**

**FROM:**

**SUBJECT:**

**DATE:**

**This transfer is being issued for:**

**Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Vendor (if applicable):** \_\_\_\_\_

**What was the Original Mode of Payment, if applicable (Check one):**

\_\_\_\_ Check                      Check Date \_\_\_\_\_

\_\_\_\_ Credit Card (CC)    CC Trans. Date \_\_\_\_\_    Cardholder Name \_\_\_\_\_

Check credit card if an expense was charged on the Regent credit card and requires transferring charges to a different code than what was originally charged.

**Please Charge \$ \_\_\_\_\_ to Cost Center or Fund/Account Code/Activity Code (if applicable):**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Credit \$ \_\_\_\_\_ to Cost Center or Fund/Account Code/Activity Code (if applicable):**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please scan and email the completed form back to the Business Office at [Accounting@regent.edu](mailto:Accounting@regent.edu). Or return completed form to the Business Office ADM 134.**