



OFFICE OF PROCUREMENT AND CONTRACTING
Purchasing Card Program
TRANSFER OF FUNDS FORM
(Grant Cardholders Only)

To provide Budget Office/Grants and Contracts authorization to make the transfer of funds, please complete the form and submit to the budget manager/grant analyst for approval. Once approved, the budget manager/grant analyst will send the approved request to the Purchase Card Program Administrator for processing.

It is important that you complete the form to ensure that fund transfer requests to replenish or supplement balances to the purchase card(pcard) are properly documented and approved by designated individuals with the authority to manage and approve the movement of grant funds.

REQUESTOR INFORMATION: (please type or print)

I _____ authorize the Budget Office/Grants and Contracts to transfer \$ _____ grant/project# _____.

Authorized Signature: _____

Title: _____

Date: _____

CARDHOLDER INFORMATION:

Cardholder Name: _____

Title: _____

Department: _____

Telephone Number: _____

SPECIAL NOTE TO GRANT CARDHOLDERS:

If the project number has changed, please list the old project number: _____

BUDGET OFFICE/RAS USE ONLY:

Project Expiration Date: _____

Budget Manager/Grant Analyst Name: _____

Authorized Signature: _____ Date: _____