To: **Bookstore (734-5503)**

From: **Business Office**

Date:

Subject: **Transfer request**

( ) Change GL account # from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

( ) Place “hold” on GL account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to:

 ( ) No funds available

 ( ) Account closed

( x ) Create new GL account #:

( ) Additional funds for GL account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

( ) Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please refer to the respective accountant should you have any questions regarding this request.

|  |  |  |
| --- | --- | --- |
| **Fund** | **Accountant** | **Telephone number** |
| 30 | Gloria Travis | 735-0251 |
|  | Bobbie Molarte | 735-0249 |
|  |  |  |
|  |  |  |
|  |  |  |

Thank you for your cooperation and assistance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountant in-charge/ Gloria Travis

Certifying Officer Chief Financial Office