



THE OHIO STATE UNIVERSITY Endowment Transfer Form

*Please Note: Deadline for submission to
endowment accounting is 8 a.m. on the last
business day of each month*

The undersigned requests the following transfer:

Amount: _____

Transfer from the following FDM Worktag combination:

Required:

Company Gift Cost Center Fund Balancing Unit

Gift or Fund Name

*Additional Worktags**, i.e., Project, Program, Function, Location (please specify if listing multiple Worktags)

Transfer to the following FDM Worktag combination:

Required:

Company Gift Cost Center Fund Balancing Unit

Gift Name

*Additional Worktags**, i.e., Project, Program, Function, Location (please specify if listing multiple Worktags)

*These fields are for College/Department information only as Fundriver cannot provide this information to the General Ledger at this time.

Description/Purpose of Transfer:

NOTE: Fiscal Officer certifies the requested amount is available for transfer to endowment principal, and the requested transfer is in accordance with any purpose restrictions on the Fund.

DEAN or VICE PRESIDENT approval is required for ALL transfer requests from invadable Funds. Some invasions may also require the approval of 1) the Senior Vice President-Finance & CFO and 2) the Executive Vice President & Provost. Please see the individual endowment fund's description for details.

Dept or College Fiscal Officer- Print Signature Date Phone E-mail

Approval - Dean or Vice President Date Approval - Office of the Controller Date

Approval - _____ Date Approval - _____ Date

Send to: Endowment Accounting
2034 Blankenship Hall
901 Woody Hayes Drive
email: EndowmentAccounting@osu.edu

Revised 01/26/2021