

The
TENNESSEE 4-H FOUNDATION
est. 1953

Transfer Request

This form is used to transfer funds from one account in the 4-H Foundation to another account in the 4-H Foundation.
To request payments to the University of Tennessee (including county accounts) please use the Payment Request Form.

Transfer Funds From:

Account Name: _____

Amount: \$ _____ Date: _____

Account Manager: _____

Account Manager's Signature: _____



Return transfer request and documentation to:

Tennessee 4-H Foundation

**2621 Morgan Circle
 205 Morgan Hall
 Knoxville, TN 37996**

or

4hfoundation@utk.edu

or

Fax (865) 974-1628

Questions?
 (865) 974-7434

Expense Type (check all that apply & input the cost associated with each category):

- | | | | |
|--|----------|--|----------|
| <input type="checkbox"/> Admission Tickets | \$ _____ | <input type="checkbox"/> Housing | \$ _____ |
| <input type="checkbox"/> Awards | \$ _____ | <input type="checkbox"/> Items for Resale | \$ _____ |
| <input type="checkbox"/> Camp Scholarships | \$ _____ | <input type="checkbox"/> Meals | \$ _____ |
| <input type="checkbox"/> College Scholarships | \$ _____ | <input type="checkbox"/> Miscellaneous | \$ _____ |
| <input type="checkbox"/> County Support | \$ _____ | <input type="checkbox"/> Postage | \$ _____ |
| <input type="checkbox"/> Educational Materials | \$ _____ | <input type="checkbox"/> Printing | \$ _____ |
| <input type="checkbox"/> Grants | \$ _____ | <input type="checkbox"/> Registration Fees | \$ _____ |
| <input type="checkbox"/> Honorariums & Labor | \$ _____ | <input type="checkbox"/> Transportation | \$ _____ |

Transfer Funds To:

Account Name: _____

Account Manager: _____

Justification for Transfer (Must be Completed):

**This section is completed by
 4-H Foundation Staff.**

 Received By

 Date

 Reviewed By

 Date

 Approved By

 Date