

Foundation Fund Transfer Request Instructions

This form can be used for Foundation-to-Foundation funds, or Foundation-to-University funds.

Only one transfer per form.

The form flows as follows:

Originator => Fund Approver => Foundation Accountant => Accountant

1. The Originator completes their phone number, transfer from FOAP, transfer to FOAP, and purpose of transfer; attaches supporting documentation such as ledger detail, copy of PAF, vendor invoice, etc.; and signs the form. After signing, type in the information for the “from FOAP” Approver.

* = required field



Missouri State
UNIVERSITY

FOUNDATION FUND TRANSFER REQUEST
For transfers from Foundation to Foundation
or
for Foundation to University
Only one transfer per form

First Name
London

Last Name
Olson

Email
LondonOlson@MissouriStat

Phone Number
(417) 836-4350

Transfer from FOAPAL

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	AMOUNT	
FN3562	222995	83000	092		\$ 5,000.00	Add row 2 ☐

Transfer to FOAPAL

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	AMOUNT	
FN3912	222016	83000	092		\$ 1,000.00	Add row 2 ☒
FN3936	222019	83000	092		\$ 1,000.00	Add row 3 ☒
FN3955	222029	83000	092		\$ 1,000.00	

Purpose of Transfer

I Love the Bears campaign
Additional to FOAPS
FN3956-222998-83000-092 \$1,000.00
FN4124-222027-83000-092 \$1,000.00

Attach Supporting Document: Please combine all supporting documents into a single PDF before uploading

Choose File

No file chosen

Files over 25 MB will not be accepted

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London Olson

04/29/2021

2. The Approver reviews the form. If there is an issue with the transfer details or attached documentation, return the form to the Originator to correct (who will resubmit it to the Approver). If the Approver agrees with the content, they sign the form, and the form then automatically forwards to the Foundation Accountant (not back to the Originator).
3. The Foundation Accountant reviews the content and may add comments in their section of the form. If there is an issue with the requested transfer, return the form to the Originator. Otherwise, sign the form and select the University (or Foundation) Accountant for their approval.
4. The Accountant reviews the form and either signs it and prepares a journal entry or returns it to a previous participant.