

FUNDS TRANSFER REQUEST FORM

To: **Finance Department**
Diocese of Baton Rouge

Fax To: 225-336-8789

From: _____ Title: _____

Parish/School/Organization: _____

Location: _____ Date: _____

Please transfer the following amounts from the savings account(s) designated below to the savings/loan account as noted. We will prepare the appropriate journal entry on our records to reflect the transactions.

The total amount requested to be transferred from all accounts is \$ _____

TRANSFER FROM:

REGULAR (OPERATIONS) SAVINGS :

ACCOUNT NO. _____ in the amount of \$ _____

BUILDING FUND (10/20 PLAN SAVINGS):

ACCOUNT NO. _____ in the amount of \$ _____

PURPOSE: _____

OTHER SAVINGS :

Account Name _____ Account No. _____ for \$ _____

TOTAL TRANSFER FROM: \$ _____

TRANSFER TO:

SAVINGS ACCOUNT NO. _____ in the amount of \$ _____

SAVINGS ACCOUNT NO. _____ in the amount of \$ _____

LOAN ACCOUNT NO. _____ in the amount of \$ _____

LOAN ACCOUNT NO. _____ in the amount of \$ _____

TOTAL TRANSFER TO: \$ _____

REQUESTED BY: _____
(SIGNATURE OF PASTOR/ADMINISTRATOR OR PRINCIPAL)

DATE: _____

TITLE: _____

(Revised: Feb. 2006)

Diocesan Office Use Only:

Accepted: _____ Date: _____ Code: _____