



## Safekeeping Account Transfer of Funds

### Instructions

This form is to be used for movement of money to or from a safekeeping account. Complete the form and return to Accounts Receivable in Jardine Hall room 201, by mail to campus box 38, or by email to [wsuaccountsreceivable@wichita.edu](mailto:wsuaccountsreceivable@wichita.edu).

Attach original invoices, billings, and/or receipts to justify request. Failure to include supporting information may delay processing. Receipts for the transfer will be sent by campus mail to the contacts provided on this form.

This form should not be used to transfer funds between departments.

### Transfer Details

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Amount of Transfer \_\_\_\_\_

### Contacts to Receive Receipts

Safekeeping Group Contact Name \_\_\_\_\_

Safekeeping Group Campus Box Number \_\_\_\_\_

Department Contact Name \_\_\_\_\_

Department Campus Box Number \_\_\_\_\_

Debit (Taking Money From)

Detail Code (from deposit form) \_\_\_\_\_

Description \_\_\_\_\_

Fund/Organization/Account \_\_\_\_\_

Credit (Giving Money To)

Detail Code (from deposit form) \_\_\_\_\_

Description \_\_\_\_\_

Fund/Organization/Account \_\_\_\_\_

Accounts Receivable Use Only

Use written descriptions provided to enter on TFAMISC. Mail receipts to contacts listed.

Receipt Number \_\_\_\_\_

Date Processed \_\_\_\_\_