

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: Your County Expense Account

Amount: \$ 100 Date: 5-6-15

Account Manager: County Director or 4-H Agent

Account Manager's Signature: Sign Here



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"/> Awards | \$ _____ | <input type="checkbox"/> Meals | \$ _____ |
| <input type="checkbox"/> Camp Scholarships | \$ _____ | <input type="checkbox"/> Miscellaneous | \$ _____ |
| <input type="checkbox"/> College Scholarships | \$ _____ | <input type="checkbox"/> Postage | \$ _____ |
| <input type="checkbox"/> Contracts | \$ _____ | <input type="checkbox"/> Printing | \$ _____ |
| <input type="checkbox"/> County Support | \$ _____ | <input type="checkbox"/> Promotional Items | \$ _____ |
| <input type="checkbox"/> Educational Materials | \$ _____ | <input type="checkbox"/> Registration Fees | \$ _____ |
| <input checked="" type="checkbox"/> Honorarium | \$ <u>70</u> | <input type="checkbox"/> Transportation | \$ _____ |
| <input checked="" type="checkbox"/> Housing | \$ <u>30</u> | <input type="checkbox"/> Administrative | \$ _____ |

This section is completed by
 4-H Foundation Staff.

Transfer Funds To:

Account Name: Another 4-H Foundation Account

Account Manager: Individual Who Manages Account (County Director, Regional Director, State Specialist, etc.)

 Received By

 Date

Justification for Transfer (Must be Completed):

 Reviewed By

 Date

Christina Clover's expenses to attend overnight 4-H event.

 Approved By

 Date