

# UC SAN DIEGO FOUNDATION RECURRING REQUEST FOR FUNDS

This form is to be used to request a recurring transfer. **Monthly transfers will continue indefinitely until a request to discontinue the transfer is received.**

9500 Gilman Drive,  
Mail Code 0940  
La Jolla, CA 92093-0940  
Phone: (858) 534-6385  
Fax: (858) 534-8160

**NOTE: FOR ENDOWED CHAIRS ONLY** - The request will need to be renewed each July.

Recurring transfers will be processed on the 20th business day of each month and will transfer the entire expendable balance based on the previous month's closed balance.

Date of Request

Foundation Fund to be Charged

Fund Number  Fund Name

Vice Chancellor or Delegate Signature  
(CHAIR FUNDS ONLY)

In Payment of/Additional Comments:

  
  
  

Index	<input type="text"/>	Fund	<input type="text"/>	ORG	<input type="text"/>	PROG	<input type="text"/>	ACCT	<input type="text"/>
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Form Prepared By

Name

Extension

Email

Foundation Use Only

Processed By

Added to recurring request form

Processed Date

Added to Blackbaud recurring report

Approved By Foundation

Please print this form for your records by clicking "Print Form" before clicking "Submit by Email".  
**Attention Mac Users:** Please print and mail to us at MC 0940.