

REQUEST FOR FUNDS

All transfers will be posted to account number 480000. Recurring transfers will return as an option in the near future, for now we are only accepting One Time (Non-Recurring) Transfers.

Attn: Gift & Foundation Accounting
9500 Gilman Drive, Mail Code 0940
La Jolla, CA 92093-0940
Phone: (858) 534-7247
Fax: (858) 534-8160

If this is a chair fund request, attach Vice Chancellor or Delegate approval to the Service Now ticket or it will not be processed.

All requests must be submitted through Service Now as outlined below.
Requests by email, mail or fax WILL NOT BE PROCESSED

Date of Request

Amount

Entity # Entity Name

Fund # Fund Name

Financial Unit # Financial Unit Name

Program #

Project #* Task #* * If project is not 0000000 then task is required

Location #

In payment of

Form Prepared By:

Name Extension

Email

Foundation Use Only	
Foundation Batch # <input type="text"/>	Processed By <input type="text"/>
Check Date <input type="text"/>	Approved By Foundation <input type="text"/>

Please save a copy of the form and attach it to a ServiceNow ticket at <https://ucsd servicedesk.service-now.com/business-finance>
About: Gift Funds
Related to: Gift Fund Setup & Transfer
More Specifically: Foundation Request for Funds Transfer