

REQUEST FOR FUNDS

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

All transfers will be posted to account number 480000 in the GL only. If you would like the available balance transferred monthly, please check the box below. Endowed Chair funds will require a new approved form annually each July.

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 and fax WILL NOT BE PROCESSED

Date of Request

Amount ~OR~ Recurring transfer (available balance will be transferred monthly)

Entity # Entity Name

Fund # Fund Name

Financial Unit Financial Unit Name

Program

Project

Location

In payment of

Form Prepared By:

Name Extension

Email

Foundation Use Only	
Foundation Check # <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://support.ucsd.edu/finance?id=sc_home
About: Gift Funds
Related to: Gift Fund Setup & Transfer
More Specifically: Foundation Request for Funds Transfer