To: **Bookstore (735-2931)**

From: **Business Office**

Date: 01/31/18

Subject: **Transfer request**

( ) Change GL account # from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

( ) Place “hold” on GL account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to:

 ( ) No funds available

 ( ) Account closed

( ) Create new GL account #:

( ) Additional funds for GL account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

( ) Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please refer to the respective accountant should you have any questions regarding this request.

|  |  |  |
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| **Fund** | **Accountant** | **Telephone number** |
| 30 | Michael Conner | 735-0251 |
|  | Bobbie Molarte | 735-0249 |
|  |  |  |
|  |  |  |
|  |  |  |

Thank you for your cooperation and assistance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountant in-charge/ Michael Conner

Certifying Officer Chief Financial Office