

# Lane Community College Foundation

## Funds Transfer Authorization

Use this form to consolidate one or more Foundation accounts into a Foundation single account or to transfer funds from one Foundation account to another Foundation account.

To transfer funds from the Foundation to a Lane Community College operating account, you must complete a check request made payable to Lane Community College and include the FOAP into which the funds should be deposited.

From: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person/Department/Extension)

Amount to Transfer: \$ \_\_\_\_\_

\_\_\_\_\_ Dollars  
(Write out transfer amount)

Transfer from: \_\_\_\_\_ Acct. No.: \_\_\_\_\_  
(Name of Account to receive funds)

Transfer to: \_\_\_\_\_ Acct. No.: \_\_\_\_\_  
(Name of Account to receive funds)

Purpose of transfer:

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\_\_\_\_\_  
(Authorized Signature)

Please return your request to Jeri Steele in the Foundation.