



## RU Cash Transfer between Organizations

### Instructions

Complete the transfer details section of the form, including the details about the organizations transferring and receiving cash, and return to Accounts Receivable in Jardine Hall room 201, by mail to campus box 38, or by email to [wsuaccountsreceivable@wichita.edu](mailto:wsuaccountsreceivable@wichita.edu).

This form is used to transfer cash (revenue) from one organization to another organization. The correct organization name and Banner fund numbers for each organization must be on the form in the designated fields. The State Fund field on the form is used by Accounts Receivable and should not be completed by the preparer. Accounts Receivable processes cash transfers for Restricted Use (RU) and Sponsored Research Overhead (SRO) funds.

Note: General Use fund numbers must never be used on this form. The Budget Adjustment form is to be used for the transfer of General Use funds. This form should also not be used to pay for services or to transfer safekeeping funds.

### Transfer Details

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Extension \_\_\_\_\_

Email(s) for Receipt \_\_\_\_\_

Amount of Transfer \_\_\_\_\_

Purpose of Transfer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization Transferring Cash

Organization Name \_\_\_\_\_

Banner RU Fund Number \_\_\_\_\_

Banner Org Number \_\_\_\_\_

Organization Receiving Cash

Organization Name \_\_\_\_\_

Banner RU Fund Number \_\_\_\_\_

Banner Org Number \_\_\_\_\_

For AR Office Use Only

Document Total \_\_\_\_\_

JV Document Number \_\_\_\_\_

Completed By \_\_\_\_\_