

# Tulane

## Request for Account Organization Transfer Form

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_ Email: \_\_\_\_\_

\*Account #: \_\_\_\_\_ Current Org #: \_\_\_\_\_ Transfer to Org #: \_\_\_\_\_

*\*NOTE: Grants (5##### accounts) cannot be transferred from their original organization*

Check only current outstanding balance types:      Actual      Encumbrance      Budget

Is payroll charged to this account?      Yes      No

Explanation for account transfer:

**Approvals** *(The department head signatures of both orgs are required):*

\_\_\_\_\_/\_\_\_\_\_  
*Department Head Signature (Current Org)      Date      Org name/number*

\_\_\_\_\_/\_\_\_\_\_  
*Department Head Signature (New Org)      Date      Org name/number*

\_\_\_\_\_  
*Accounting Office/Financial Services Approval      Date*

*Please forward the completed form to Financial Services for HSC accounts (Fax: 988-4092) or to the Accounting Office for Uptown accounts (Fax: 865-6794; or email pdf: psimons@tulane.edu)*