Enter the fund or org. number you wish to take from (debit).

Enter the fund or org. number you wish to give to (credit).

(If you are transferring money to or from more than one fund, enter it on separate lines.)

Refer to ‘Commonly Used Account Numbers’ reference sheet for an appropriate account number.

Obtain advisor’s signature of the fund the money is being taken from.

Briefly describe why you are transferring funds.

Enter the total being credited and the total being debited. These amounts must match.

Fill out both the top and bottom part of this form and submit it to the Office of Student Involvement.
Interdepartmental Transfer Form

Transferring Money to Another Organization or Office at Xavier

Check List

☐ Complete Form

☐ Get advisor’s/approver’s signature from the debited organization/office (where the money is being taken from)

☐ Submit the form to the Office of Student Involvement for approval

Behind the Scenes:
After your form has been approved it will be submitted to the Controller’s Office for processing. The transfer will take as long as two weeks and you will not be notified when the transaction has processed.

Follow-Up:
Watch your fund’s transactions on the OrgSync Treasury Tab for updates. Contact the Office of the Controller for updates.

Find Forms at: Xavier.edu/Clubs Under Club Finances.

To use this form you must:
• Know your organization’s fund number
• Know the fund or org. number of the organization or office, you are transferring money to/from
• Have the authorized signature of the debited fund (where the money is being taken from)

What is my fund number?
If you don’t know your organization’s fund number, email Crystal Guffey in the Office of Student Involvement at guffeyc@xavier.edu or stop by the Office in 210 GSC.

What account number should I use?
Refer to the 'Frequently Used Account Number’ list and pick the number that you think best fits the type of transaction you are making. You can find this list at xavier.edu/Clubs under Club Finances.

Will I be Notified When the Transaction is Complete?
The transfer will take as long as two weeks and you will not be notified when the transaction has processed. Watch your fund’s transactions on the OrgSync Treasury Tab for updates.

Submit the completed Interdepartmental Transfer Form with your advisor’s signature to:

Office of Student Involvement
210 Gallagher Student Center
Monday-Friday, 8:30am-5:00pm

Drop the form in the Financial Forms Drop-Box.

You will receive an email notification when your form is approved and submitted for processing.