

Date

## Fund Transfer Request

**INSTRUCTIONS:**  
 1. KSUF-8 should be used anytime you are requesting that monies be transferred from one fund to another fund.  
 2. Signature authority is required from the person authorized to expend monies from the fund being transferred FROM.  
 3. The "transfer from fund#" information will automatically fill-in the Signature Authority section.

**TRANSFER FROM FUND #**

Fund # (required)	Fund Name (required)	Transfer amount

REASON FOR TRANSFER

**TRANSFER TO FUND #(s)**

Fund # (required)	Fund Name (required)	Transfer amount

**NET must equal ZERO**

### SIGNATURE AUTHORITY

Name and Title for person with Signature Authority
SIGNATURE

CONTACT INFORMATION

Name:

Dept:

PH Number