



## Lane Community College Foundation Funds Transfer Authorization Form

Use this form to consolidate one or more Foundation accounts into a single Foundation 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 Withdraw Funds From)

Transfer To: \_\_\_\_\_ Acct. No.: \_\_\_\_\_  
(Name of Account to Receive Funds)

Purpose of Transfer:

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\_\_\_\_\_  
(Printed Name of Signer)

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

\_\_\_\_\_  
(Printed Name of Signer)

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

Please return this form to Jeri Steele, Foundation Accountant, Building 19, Room 271. If you have questions, please call (541) 463-5810.