

# TRANSFER OF FUNDS

\_\_\_\_\_ Study Center

1. Temporary Augmentation #: \_\_\_\_\_ remaining balance \_\_\_\_\_
2. Temporary Augmentation #: \_\_\_\_\_ remaining balance \_\_\_\_\_
3. Temporary Augmentation #: \_\_\_\_\_ remaining balance \_\_\_\_\_
4. Other (income from other than UOEAP): \_\_\_\_\_
5. Total funds accountable for (Add 1 through 4): \_\_\_\_\_

We hereby jointly certify that on \_\_\_\_\_, 20\_\_\_\_, Study Center operating funds in the amount of \_\_\_\_\_, were transferred from the outgoing Director, \_\_\_\_\_ (Name) to \_\_\_\_\_ (Name), \_\_\_\_\_ (Title),

in the following form:

1. Deposit in account number: \_\_\_\_\_ Checkbook balance: \_\_\_\_\_ on \_\_\_\_\_ (Attach bank statement)  
\_\_\_\_\_  
(Bank) (City) (Country)
2. Other accounts: \_\_\_\_\_ (Description) \_\_\_\_\_
3. Cash on Hand (foreign currency – attach breakdown by denomination) \_\_\_\_\_
4. Cash on Hand (US currency– attach breakdown by denomination): \_\_\_\_\_
5. Receipts on Hand: \_\_\_\_\_ (Receipts for expenditures of Study Center paid but not yet submitted to UOEAP)
6. Total of Reports under review by UOEAP: \_\_\_\_\_ (Report #: \_\_\_\_\_ Submitted on: \_\_\_\_\_ (Date))
7. Other outstanding items: (Student loans, etc.) \_\_\_\_\_
8. TOTAL: (Verify accuracy & Add 1 through 8) \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Outgoing) (Incoming)