



REQUEST FOR FUNDS TRANSFER

Requesting Guild Name: _____

Requesting Guild # _____

Amount to Transfer \$ _____

Transfer Funds to: _____

Purpose: _____

(Provide specific reason: mass intention for..., annual LOSH dues, etc)

Requested and Authorized by: _____

Date: _____

- Mass intention - give to SHJC front office with mass intention request
- Transfers to LOSH - give original to LOSH Treasurer
- Transfer to other SHCJ organizations; submit original to SHJC accounting office via accounting file folder in mail room and provide copy to receiving organization
- Maintain copies of all for guild record book