

Letterhead

-- SAMPLE --

To: Institutions/Agencies/Departments

From: Director of Accounting & Finance
Office of Budget and Accounting

Re: Transfer of Funds for Repair/Renovation
and Capital Projects

Date: March 7, 1995

In order for funds to be properly transferred and deposited by the Bureau of Building, Grounds and Real Property Management, a **Notification to Transfer Funds** form must be submitted along with your check. This form may be obtained from Bureau of Building Staff.

The purpose of this form is to provide additional information for DFA Accounting Office to better track the original authorization of these funds. These funds may need to be reappropriated to either the Department of Finance and Administration or the Using Agency at the end of each Fiscal Year.

If you have any questions, please call me at 359-3626.

