



DRURY
UNIVERSITY

405.001F3
Restricted Operating Fund
Transfer Spending Proposal

FORM

- This form will provide a proposal for transferring funds from a restricted operating fund (ROF) (i.e., 2-book fund) to a budget account for spending during a specified fiscal year.
- A separate form must be completed for each project/use planned from the fund.
- This form does not apply to spending from ROFs designated for grants, Study Abroad travel, camps, construction and others as designated by Financial Services.

Section 1: Fund Information

ROF GL Account Number

Fund Name

Fund Responsible Individual

Email

Phone

Dean/Supervisor (if applicable)

Divisional VP/Executive Director

Fund Available Balance \$ _____

Section 2: Spending Proposal

Project/Use

Amount

Estimated Start Date

Estimated End Date

Budget fund to which ROF funds will be transferred: 104 - ____ - ____ - 69900

Section 3: Submission & Approval

Signature of Responsible Individual

Date

Signature of Dean/Supervisor (if applicable)

Date

Signature of Divisional VP/Executive Director

Date

Signature of Chief Financial Officer or Controller

Date

Next Steps:

- **Final Signer:** Send completed form to Financial Services (financialservices@drury.edu).
- **Financial Services:** Complete transfer: Date Completed: _____ Staff Initials: _____
- **Financial Services:** Store copy of completed form on the DRURY Financial shared drive in subfolder, "Restricted Operating Fund Spending Proposals," in the correct folder for the designated fiscal year. **Return original to preparer.**
- **Preparer:** If policy requires a purchase order for expenses related to this spending proposal, attach a copy of this form to your purchase order requisition.