EMORY UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

Internal Transfer Form

Requesting Organization (providing the funding) _____

Smartkey Number to Debit _____

Administrator of Debiting Smartkey_____

Receiving Organization (receiving the funding)_____

Smartkey Number to Credit _____

Administrator of Receiving Smartkey _____

Amount of Transfer $_____

_____

Organizational Treasurer's Signature **Date**

_____

Divisional Treasurer's Signature **Date**

_____

SGA Treasurer's Signature **Date**

_____

SGA Business Manager's Signature **Date**

Reason For Transfer [Print Below]: *Please be specific. If charges are to offset another organizational or departmental account, we will need financial data from their ledgers.*

Date on Excel_____ Date on PS_____

Emory University Student Government Association