

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.

Notification to Transfer Funds

Date: _____

To: Bureau of Building, Grounds and Real Property Management
501 North West Street, Suite 1401B (Woolfolk Building)
Jackson, MS 39201
Phone: 601/359-3621

From: _____
(Agency Name)

(Agency Address)

(Name of Contact Person and Telephone Number)

Project Number: _____

Project Title: _____

Make Check(s)

Payable To: ☐ **Fund 3921**
 Self-generated funds, Federal funds, Non-appropriated funds
 ☐ **Fund 3931**
 Regular appropriated funds
 ☐ **Fund 4900**
 Education Enhancement funds

This is to confirm that \$ _____ is being transferred to the Bureau of Building, Grounds and Real Property Management for the above referenced Project. Funds were authorized to this Institution/Agency/Department by the following Legislation:

Bill Number: (Senate) _____ (House) _____

Laws of: _____

Fund Number: _____

Funding Type: ☐ General/Special
 ☐ Federal
 ☐ Education Enhancement
 ☐ Other (Specify)

Submitted By:

(Signature)

(Title)