



# Building Reserve Fund Transfer Request

(Please send completed form to Rob Basto, Capital Project Accounts Services Manager)

Facilities Services will forward this request to: Paul Bartlett at OUS. (Paul\_Bartlett@ous.edu)

To: Rob Basto (rbasto@uoregon.edu)

From: Name \_\_\_\_\_

Dept \_\_\_\_\_

Phone \_\_\_\_\_

**Please make a transfer from Building Reserve fund to Building Repair fund as follows:**

From Building Reserve:

To Building Repair:

Index \_\_\_\_\_

Index \_\_\_\_\_

Fund \_\_\_\_\_

Fund \_\_\_\_\_

Amount	Description

cc: Martha Schumacher, Business Affairs Office (marthas@uoregon.edu)