

**UNIVERSITY OF ALASKA
BOOK TRANSFER REQUEST FORM FOR
IMPREST BANK ACCOUNTS**

*Requested by: _____ *Date: _____

*Authorized by: _____ *Date: _____

*Phone # & Univ: _____

*(Wet signatures required)

TRANSACTION INFORMATION:

*Transfer Amount (U.S. Funds): _____ *Transfer Date: _____

WITHDRAWAL FROM (DEBIT):

*LAST 4 of Account number:

DEPOSIT TO (CREDIT):

*Account name:

*LAST 4 of Account number:

*Comments:

TREASURY/CASH MANAGEMENT:

Verified/Approved by: _____ Date: _____

JV#

*Indicates required field

NO ELECTRONIC SIGNATURES ARE ALLOWED SUCH AS DOCUSIGN. THIS DOCUMENT CONTAINS PII AND CONFIDENTIAL BANKING INFO. IN ORDER FOR FUNDS TO BE SENT, AUTHORIZED SIGNER MUST BE ON FILE WITH T/CM -- MUST APPROVE AND SUBMIT THIS REQUEST VIA EMAIL TO UA-CASH@ALASKA.EDU. THIS FORM IS INTENDED TO BE USED FOR SUBMISSION TO THE BANK AS REQUIRED.