



Building Reserve Fund Transfer Request

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

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)