**Date:** INSERT DATE

**To: Daniele LeCesne CC: Frances Teves**

 Interim Chief Operating Officer, Vice President, University Advancement

Cal Poly Pomona Philanthropic Foundation and Chief Executive Officer, Cal Poly

 Pomona Philanthropic Foundation

**From:** INSERT NAME

 INSERT TITLE

**RE:** Request Transfer Authorization of Philanthropic Funds

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This Memo serves as my formal request to transfer philanthropic funds between two projects.

I am requesting that **$XX.XX** be transferred from Project INSERT NAME (INSERT PROJECT CODE) to Project **INSERT NAME** (INSERT PROJECT CODE).

The justification for the transfer request is as follows:

INSERT JUSTIFICATION REASON(S)