**Date:** INSERT DATE

**To: Douglas Nelson CC: Daniel Montplaisir**

Associate Vice President, Development and Vice President, University Advancement

Chief Operating Officer, Cal Poly Pomona and Chief Executive Officer, Cal Poly

Philanthropic Foundation Pomona Philanthropic Foundatio*n*

**Natalie Graff**

Executive Director of Advancement Services

**From:** INSERT NAME

INSERT TITLE

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)