

**CATONSVILLE RECREATION AND PARKS COUNCIL - TRANSFER REQUEST**

Banneker Community Center  
27 Main Ave ~ Catonsville, MD 21228  
**(410) 887-0959**

Program Number Of Account Providing Funds: \_\_\_\_\_ (**From Account** – To be debited)

Program Number Of Account Receiving Funds: \_\_\_\_\_ (**To Account** – To be credited)

Amount to Be Transferred: \$ \_\_\_\_\_

Purpose For Transfer:

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Requested By: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**(Must be the authorized representative of the Program Providing the Funds)**

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**Transfer Request Guidelines:**

1. Every request for transfer of funds must be submitted on this form for tracking purposes.
2. **Transfer requests must be signed by the approved Program Representative for the program where the funds will be transferred out (i.e. the From Account).**
3. Transfer requests will be processed on Wednesdays. Please plan accordingly.
4. Transfer requests needing immediate service must be brought directly to the attention of either the Council Treasurer or Assistant Treasurer by the requesting program chair.
5. Email to: [catonsvillerec@gmail.com](mailto:catonsvillerec@gmail.com) ATTENTION: Treasurer/Assistant Treasurer.

**For Office Use Only:**

**Date:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Category:** \_\_\_\_\_ **Amount:** \_\_\_\_\_