

Internal Fund Transfer Order

Document No.:
IFT-2024-001
Date:
2024-06-12

Requestor Information

Department / Unit	Finance Department
Requested By	Jane Doe
Email	jane.doe@company.com
Contact	+1 234 567 8901

Fund Transfer Details

From Account Name	Operating Account
From Account No.	001-1002345001
To Account Name	Project-X Account
To Account No.	001-1002356789
Transfer Amount	\$25,000.00
Currency	USD
Purpose / Description	Funding Project-X Q2 Operations as per approved budget
Effective Date	2024-06-13

Approval Section

Authorized By	John Smith
Approval Date	2024-06-12
Remarks	Approved for immediate processing.

Requested By

Signature: _____

Approved By

Signature: _____

Important Notes

- This document is valid only within the organization for internal fund movements.
- All sections must be completed and authorized as per company policy before processing.
- Amounts and account information should be verified before submission.
- Keep a copy of the signed order for audit and record purposes.
- Contact the Finance Department for any queries regarding the transfer process.