



## FUND TRANSFERS

### **Fund transfers that are not permissible:**

- RF TO SBF
- IFR TO SBF
- STATE TO SBF

### **Fund transfers that are allowed:**

#### **Transfer from SBF to RF**

Submit an Avid Transaction to transfer funds from an SBF Account to an RF Account. Provide an explanation on how the transfer is justified per the account description. An authorized signer on the account must approve payment in Avid or send an e-mail approval of the transfer to [SBF AP@stonybrookfoundation.org](mailto:SBF_AP@stonybrookfoundation.org)

#### **Transfer from SBF to SBF**

Send e-mail transfer request to [carla.mcpherson@stonybrookfoundation.org](mailto:carla.mcpherson@stonybrookfoundation.org) and include the justification and any documentation to support the transfer request. Include the dollar amount, SBF account funds are coming from and SBF funds are going to. This request has to be made by an authorized signatory on the account. The request will then be reviewed. You will be contacted if there are any questions or when the transfer has been posted. If the transfer request is crossing bank accounts (ex. Agency to Restricted) that request should be e-mailed to [SBF AP@stonybrookfoundation.org](mailto:SBF_AP@stonybrookfoundation.org) check cut.