University of Houston System

RETURN OF INCOME TO PRINCIPAL REQUEST

Date:

To: Roberta Puryear
   Treasurer

Subject: Return of Endowment Income to Principal

From: __________________________________
      Name of Business Administrator

Approved: __________________________________
          Dean of College

College: __________________________________

Reason for Transfer:

Amount to be Transferred: _______________________

From People Soft Cost Center: ___________________
   Income CC Name: ____________________________

To People Soft Cost Center: _____________________
   Endowment Name: ____________________________

Please complete the entire form so that transfer is correctly executed. Also, please attach copies of the income cost center 1074 report balance sheet.

Route from College to the University Treasurer’s Office, E. Cullen Bldg., Rm 2 / mail code 2009

For Treasury use only

Approved ___________________________________
   Roberta Puryear, Treasurer ___________________
   Date

Approved ___________________________________
   Raymond Bartlett, Assoc VC Finance ___________
   Date