

University of Houston System
RETURN OF INCOME TO PRINCIPAL REQUEST
Please use one form per cost center

Date: _____

To: **Raymond Bartlett**
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 entire form so that transfer is correctly executed. Also, please attach copies of the income cost center 1074 report balance sheet.

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

For Treasury use only	
Approved	_____
	Raymond Bartlett, Treasurer

	Date
Approved	_____
	Tom Ehardt, Interim Assoc. VC/VP Finance

	Date