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