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  ________________________________  ________________________________
Karin Livingston, Associate VC.VP Finance  Date