

University of Houston System

RETURN OF INCOME TO PRINCIPAL REQUEST

Date:

To: Louis Edwards  
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 _____ Louis Edwards, Treasurer	_____ Date
Approved _____ Karin Livingston, Associate VC.VP Finance	_____ Date