



# DIOCESE OF MONTEREY

Pastoral Office

831-373-4345  
FAX 831-373-1175

Diocese@dioceseofmonterey.org  
www.dioceseofmonterey.org

## Memorandum to Transfer Funds

Date: \_\_\_\_\_

To: Pastoral Office Accounting Department

From: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Location)

\_\_\_\_\_  
(Location Number)

\_\_\_\_\_  
(Signature)

Please perform the following transfer in the amount of \$ \_\_\_\_\_  
on the (date/month/year) \_\_\_\_\_/

From Account (check one):

\_\_\_\_ Cash Management (Sub Account Number \_\_\_\_\_)

\_\_\_\_ Deposit and Loan

To Account (check one):

\_\_\_\_ Cash Management (Sub Account Number \_\_\_\_\_)

\_\_\_\_ Deposit and Loan

\_\_\_\_ Clinch Endowment

Special instructions (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please fax this request to (831) 373-2831 or mail to the address below.