Step-by-Step Instructions on How to Submit a Transfer Request

- Click 16/17 Payment Request (in DukeGroups, this is found in the Campus Links drop-down menu at the top of the page)
- Click “new one” to open a new request
- Select “Student Organization” to use those funds
- Click Next
- Select “Transfer”
- Fill out the Transfer Request
  - Required Information
    - Your position
    - Click Next
    - Select Department or Student Organization
    - If transferring to a department, upload the receipts that are to be reimbursed here
    - Transfer funds from this account
    - FundCode
    - Transfer funds to this account
    - FundCode
    - Transfer amount
    - Purpose of transfer
    - Event date
    - Submitter’s name
    - Submitter’s email address
    - Click Next
- Click Submit for Approval