

MEMORANDUM

TO: PAYING & RECEIVING

FROM: _____

SUBJECT: Transfer

DATE: _____

PLEASE PROCEED AS FOLLOWS:

DEBIT: ACCOUNT # _____
OF _____

CREDIT: ACCOUNT # _____
OF: _____

AMOUNT: \$ _____

AS PER INSTRUCTIONS RECEIVED FROM:

CUSTOMER _____

OTHER: _____

Authorized by: _____