

**Electronic Funds Transfer Database Authorization**

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**LOYOLA  
UNIVERSITY  
CHICAGO**

*Preparing people to lead extraordinary lives*

Department \_\_\_\_\_

- Set up EFT Database
- Delete the Current EFT Database (Insert Database Name) \_\_\_\_\_
- Change/Renew a current EFT Database (Insert Database Name) \_\_\_\_\_

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Remarks-Intended Use of Database \_\_\_\_\_

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Database Name \_\_\_\_\_  
Expected Frequency of Transfers \_\_\_\_\_  
**MAXIMUM** Dollar Value \_\_\_\_\_

Person(s) Authorized to Approve Transfer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge General Ledger Account Number(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget Administrator (print): \_\_\_\_\_ Date: \_\_\_\_\_

Budget Administrator (sign): \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

General Accounting or SPA: \_\_\_\_\_ Date: \_\_\_\_\_