



Wenatchee Valley College
ACCOUNTING TRANSFER REQUEST - Non-Grant

Fiscal Year: 20 /20

Description	Expense		Payroll			Other		
	Transfer (check 1 box)		Fund	Class	APPR	Dept	Account	Amount
	From	To	(3 digits)	(3 digits)	(3 digits)	(4 digits)	(7 digits)	(Net to Zero)

Reason for Change:

Budget Authority Signature: _____ Printed Name:

Date: _____

After signatures are obtained,
 please route the final copy to
 Heather Maddy in Administrative
 Services.

Budget Authority Signature: _____ Printed Name:

Date: _____

Vice President Approval: _____ Printed Name:

Date: _____

**For Grants and Capital, see
 separate form**

Vice President Approval: _____ Printed Name:

Date: _____