



Wenatchee Valley College

ACCOUNTING TRANSFER REQUEST - Non-Grant

Fiscal Year: 20 /20

Description	Transfer (check 1 box)		Expense		Payroll		Other		Amount (Net to Zero)
	From	To	Fund (3 digits)	Class (3 digits)	APPR (3 digits)	Dept (5 digits)	Account (7 digits)		

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: _____