



Wenatchee Valley College
ACCOUNTING TRANSFER REQUEST - Non-Grant

Fiscal Year: 20 /20

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

Reason for Change:

Budget Authority Signature: _____ Printed Name: _____

Budget Authority Signature: _____ Printed Name: _____

Vice President Approval: _____ Printed Name: _____

Vice President Approval: _____ Printed Name: _____

Date: _____

Date: _____

Date: _____

Date: _____

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

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