



Wenatchee Valley College  
ACCOUNTING TRANSFER REQUEST - Grant

Fiscal Year: 20 /20

Description	Transfer (check 1 box)		Fund (3 digits)	Class (3 digits)	APPR (3 digits)	Dept (5 digits)	Account (7 digits)	Project (10 digits)	Activity (4/5 digits)	Amount (Net to Zero)
	From	To								

Reason for Change:

Budget Authority Signature: \_\_\_\_\_ Printed Name:

Date \_\_\_\_\_

Budget Authority Signature: \_\_\_\_\_ Printed Name:

Date \_\_\_\_\_

Vice President Approval: \_\_\_\_\_ Printed Name:

Date \_\_\_\_\_

Vice President Approval: \_\_\_\_\_ Printed Name:

Date \_\_\_\_\_

After signatures are obtained,  
please route the final copy to  
Ran Cho in the Business  
Office.

**For non-Grant, see  
separate form**