



Wenatchee Valley College  
**ACCOUNTING TRANSFER REQUEST - Non-Grant**

Fiscal Year: 20                      /20

Description	Transfer <b>(check 1 box)</b>		Expense		Payroll		Other	
	From	To	Fund (3 digits)	Class (3 digits)	APPR (3 digits)	Dept (5 digits)	Account (7 digits)	Amount (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: \_\_\_\_\_