



Wenatchee Valley College
ACCOUNTING TRANSFER REQUEST - Non-Grant

Fiscal Year: 20 /20

Description	Expense		Payroll			Other	
	Transfer From	Transfer To	Fund (3 digits)	Class (3 digits)	APPR (3 digits)	Dept (4 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: _____