

# Associated Students Transfer of Funds Request

 # New  
Form

 Associated Student Business Office  
 (360) 650-6112 \*MailStop9106

**TRANSFER FROM**

Organization/Club/Event: \_\_\_\_\_

**ACCOUNT INFORMATION**

<b>FAST INDEX</b>	<b>ACTIVITY</b>	<b>ACCOUNT</b>
<input type="text" value="-REQUIRED-"/>	_____	<input type="text" value="-REQUIRED-"/>

\* SIGNIFIES ACTIVITY CODE IS ALSO REQUIRED

**Transfer FROM:**

The organization, club, or event information and account codes should be filled in for where the funds will be coming out from.

**TRANSFER TO**

Organization/Club/Event: \_\_\_\_\_

**ACCOUNT INFORMATION**

<b>FAST INDEX</b>	<b>ACTIVITY</b>	<b>ACCOUNT</b>
<input type="text" value="-REQUIRED-"/>	_____	<input type="text" value="-REQUIRED-"/>

\* SIGNIFIES ACTIVITY CODE IS ALSO REQUIRED

**Transfer TO:**

The organization, club, or event information and account codes should be filled in for where the funds will be deposited into.

**AMOUNT TO BE TRANSFERRED**

Amount \$ \_\_\_\_\_

**REASON FOR TRANSFER**
 CO-SPONSORSHIP     OTHER

 \*required\*  
 \_\_\_\_\_

**ACTIVITY/EVENT**

\_\_\_\_\_

**DATE** \_\_\_\_\_  
**TIME** \_\_\_\_\_  
**LOCATION** \_\_\_\_\_

**FINANCE OFFICE USE ONLY**
**DATE** \_\_\_\_\_

**NOTES:**  
 \_\_\_\_\_

**AUTHORIZATION:** Required authorization varies according to your specific organization, event or club. [Click here for Routing Instructions.](#)

[E-mail List for Routing] \_\_\_\_\_

 The submitter must enter the email address of the person to send the form to for further processing. Press **SUBMIT** to send it.

You have been automatically authenticated from MyWWU. If the information below is incorrect, please contact the Administrative Computing Helpdesk at 650-4444.

 ID #                       Pin # 

 Email To:  [Check Email](#)

 (The **Email To** field is ignored for the **SAVE** and **ATTACH** form actions.)

                
**This form must be approved by the Budget Authority of the budget which the funds will transfer from.**

Clubs may send directly to the Business Director. This form requires authorization from your director/coordinator before approval from the Business Director if you are an AS office.