

WHITWORTH COLLEGE
REQUEST FOR TRANSFER OF EXPENDITURES

A request for transfer of \$_____ of expenditures from fund account_____

To fund account_____ is subject to audit scrutiny. Therefore, it is necessary to provide the information requested below.

Expenditure information:

Original document or transaction number:_____

Date the Original document was posted:_____

Justification for transfer:

If over 60 days, include an explanation of why the transfer request was delayed:_____

Signature of the Principal Investigator(s) or Administrator(s) of accounts.

_____ for account _____

_____ for account _____

SEND COMPLETED FORM TO: Lynn Noland MS 1101

Approval of Sponsored Programs Office for above cost transfer:

_____ Date: _____