

WESTERN WASHINGTON UNIVERSITY
REQUEST FOR TRANSFER OF EXPENDITURES

Your request for the transfer of \$_____ of expenditures from fund _____ to fund _____ is subject to audit scrutiny. Therefore, it is necessary to provide the information requested below. The 90-day standard is applied, which requires posting of expenditures and other costs within 90 days of occurrence. Extenuating circumstances, however, require additional and more detailed justification.

• **Expenditure information:**

<u>Date</u>	<u>Reference #</u>	<u>Paid to:</u>	<u>\$ Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

• **Justification for transfer** (If transfer is made within 90 days, answer questions 1 & 2; if over 90 days, answer all four questions).

1. Why was this expense originally charged to the fund from which it is now being transferred?
2. Why should this charge be transferred to the proposed fund?
3. Why is this transfer being requested more than 90 days after the original transaction?
4. What action is required to eliminate future need for transfers of this type? Is this corrective action being taken?

• **Signature of Principal Investigator(s) or Administrator(s) of accounts:**

_____ for account _____
_____ for account _____

SEND COMPLETED FORM TO: Rose-Mary Barstad, BFR, MS-9038