



WKU FOUNDATION

Your Gifts. WKU's Future.

INTER-ACCOUNT TIPS

The Inter Account form is used for money being transferred from one Foundation account to another WKU Foundation account.

An example of this would be if someone in the department wanted to attend an Alumni Event and wishes to pay for the expense from their WKU Foundation account. The appropriate information would be filled out by the Department and sent to Alumni Relations for their portion to be filled in. Then the form is forwarded to the WKU Foundation office. See example below:



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INTER-ACCOUNT

Fiscal Year: 2007

Date: 6/27/07

DO NOT USE UNIVERSITY ACCOUNT NUMBERS

CHARGE the expense to: (decrease funds)

Department: WKU Foundation WKU Foundation Acct #: 123456

I certify the items below were received and inspected by me; the quantities were as stated; and the conditions were satisfactory except as otherwise stated.

Account Administrator's Signature: _____ Date: _____

CREDIT the income to: (increase funds)

Department: Alumni Association WKU Foundation Acct #: 654321

I certify the items listed above were furnished to the department indicated and the prices charged are proper.

Account Administrator's Signature: _____ Date: _____

Quantity	Unit	Description	Unit Price	Amount
2	ea	Luncheon Tickets	12.50	25.00
				0.00
				0.00
				0.00
			Total Amount	25.00

*Please make sure all signatures are complete before forwarding to WKU Foundation.
Please retain a copy for your records.*

Clear Form