**TRANSFER OF FUNDS FORM**

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| DIRECTIONS   1. Fill out this transfer form including reason for each transfer and amount. 2. Attach relevant documentation: a receipt, invoice, and/or email/letter verifying the activity. 3. The designated officer of the club (usually the Treasurer) **where the transfer is originating from (“transfer from club”)** must sign the form, affirming that they approve the transfer. 4. **Upload** completed transfer form and supporting documentation to the WGA Box account via the link on the WGA website. | | | | | | |
| REASON FOR TRANSFER | | | | | AMOUNT | |
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| DATE OF TRANSFER | | GRAND TOTAL  $ | | | | |
| **TRANSFER TO** | | | | | | |
| OFFICAL CLUB NAME | | CLUB CODE | | | | |
| **TRANSFER FROM** | | | | | | |
| OFFICAL CLUB NAME | | CLUB CODE | | | | |
| APPROVAL NOTE:  By signing below, I, Club Designated Officer named below, approve this transfer. | | | | | | |
| TRANSFER FROM CLUB DESIGNATED OFFICER SIGNATURE | | | | | | |
| TRANSFER FROM CLUB DESIGNATED OFFICER NAME (PRINT) | | | DESIGNATED OFFICER TITLE | | | |
| DESIGNATED OFFICER EMAIL ADDRESS | | | | | | |
| WGA USE ONLY | ENTERED BY | | | DATE ENTERED | | |