**TRANSFER OF FUNDS FORM**

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| DIRECTIONS1. 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.
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| 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 |