



# WKU

FOUNDATION

Your Gifts. WKU's Future.

## INTER-ACCOUNT

**Fiscal Year:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DO NOT USE UNIVERSITY ACCOUNT NUMBERS**

**CHARGE** the expense to: (decrease funds)

Department: \_\_\_\_\_ WKU Foundation Acct #: \_\_\_\_\_

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: \_\_\_\_\_ WKU Foundation Acct #: \_\_\_\_\_

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

Account Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
			<b>Total Amount</b>	

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