



WKU FOUNDATION

Your Gifts. WKU's Future.

Change in Account Administrator

List WKUF Project/Account(s) Involved:

ACCOUNT ADMINISTRATOR CHANGE

1. PRIOR ACCOUNT ADMINISTRATOR:

NAME: (Please Type or Print) _____

2. NEW ACCOUNT ADMINISTRATOR:

NAME: (Please Type or Print) _____

(Please Sign) _____

Phone Extension _____

3. INDIVIDUAL AUTHORIZED TO APPROVE EXPENSES LESS THAN \$100:

NAME: (Please Type or Print) _____

(Please Sign) _____

3. DEAN, VICE PRESIDENT OR PRESIDENT APPROVAL:

NAME: (Please Sign) _____

***Note: Account Administrators cannot approve their own expenses.
Immediate supervisor signature is required ***

Please submit to:

WKU Foundation
CAC 200
Attn: Elashia Martin