

Journal Entry Correction Request

Deliver to: April J. Veracka, Finance Manager

FROM:

DATE:

DISTRICT:

SUBJECT: Journal Entry

Recently we paid _____ with PO # _____ for
(Vendor)

Exact Amount of Payment: \$ _____

This was charged to the wrong account, please do the following journal entry to correctly charge the expense:

DR: _____
(Account #)

CR: _____
(Account #)

Requester's Signature

Principal's Signature

TO BE COMPLETED AT THE SAU OFFICE

Verified Expenditures original account, attach copy

Revised November 4, 2014