



SAU 70

Dresden, Hanover, and Norwich School District
Business & Finance
41 Lebanon Street, Suite 2
Hanover, NH 03755

Journal Entry Correction Request

Deliver to: Finance Office

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/Director Signature

TO BE COMPLETED AT THE SAU OFFICE

Verified Expenditures original account, attach copy.