# REQUEST FOR ACCOUNTING CORRECTION

*This form should be used to request an accounting correction to a purchase order or posted expenditure. Please include all applicable details to ensure accuracy.*

Description of Expenditure: _____

Vendor Name: _____ Original Posting Date: _____

Amount to be Reclassfied: $ _____ PO # _____

Invoice # _____ Check # _____

Account to be Charged (NEW ACCOUNT): _____

Account Description: _____

Account to be Credited (ORIGINAL ACCT USED): _____

Account Description: _____

Requestor Name: _____ Date: _____

Budget Director Signature: _____ Date: _____

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**BUSINESS OFFICE USE:**

Date Received: _____ By: _____

Type of Entry Processed : ☐ JE (# _____ - _____)

☐ PO Correction

☐ AP Correction