Print Form

Reset Form

EXPENDITURE AND REVENUE CORRECTION FORM

DATE: _____ **LOCATION:** _____ **BUDGET YR FOR CORRECTION:** _____

FUND (Use 1 form per fund): ☐ General ☐ Capital Projects ☐ ASB

PURPOSE: _____

ACCOUNT CODE IS:	ACCOUNT CODE SHOULD BE:	AMOUNT

PREPARED BY:

_____
Preparer

APPROVAL:

_____
Principal/Director Date

_____
Activity Advisor (ASB Only) Date

_____
ASB Student (ASB Only) Date

FORM INSTRUCTIONS:

1) Complete the form. Use one form per fund. If transferring between funds (e.g. transferring from ASB to General Fund), please use a separate form also.

2) Sign the form.

3) Route the form for appropriate signatures.

4) Send the form and backup documentation to your Accounting Services Specialist at 109.