
(to correct expenditures posted to wrong account number)

Date:

Department Name:

Expenses to be Increased:

Account Number	Account Title	Amount
----------------	---------------	--------

Increase Total

Expenses to be Decreased:

Account Number	Account Title	Amount
----------------	---------------	--------

Decrease Total

Total amount of increase must equal total amount of decrease - do not use negative numbers

Reason for Adjustment - Please attach any relevant backup documentation (ex: screenshot of self-service):

Contact Name (for questions):

Department Head Signature: _____

ADDITIONAL SIGNATURES REQUIRED FOR ACADEMIC DEPARTMENTS:

Department Chair Signature: _____

Divisional Dean Signature: _____

Provost Signature: _____

Submit completed form to Business Affairs Office in DS106