

Request for Expense Adjustment

(to correct expenditures posted to wrong account number)

(Bus Affairs Use Only)
JE Date: _____
JE#: _____
_____ Appr: _____

Date:

Department Name:

Expenses to be Increased:

Account Number	Account Title	Amount
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Increase Total

Expenses to be Decreased:

Account Number	Account Title	Amount
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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: _____

Dean Signature: _____

Provost Signature: _____

Submit completed form to Business Affairs Office in DS106