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DATA ENTRY PROCESSING:

BATCH NO. \_\_\_\_\_

DATE \_\_\_\_\_

JOURNAL ENTRY NO. \_\_\_\_\_

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MEMORANDUM

TO: Director of Accounting Services

SUBJECT: Request for Expenditure Transfer/Correction

Please make the following entries between the indicated accounts:

<u>Account Name</u>	<u>Account Number To Charge</u>	<u>Amount</u>	<u>Account Number To Credit</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explanation

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**Instructions:** Since these transfers/corrections are subject to audit scrutiny, the reason for each request should be explained. Include month originally processed. State vendor if applicable. Attach or reference auditable supporting documents.

Approval of Department being **Charged** \_\_\_\_\_

\_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Sufficient funds are available in  
the account being charged above.

Approval of Department being **Credited** \_\_\_\_\_

The account number and object being \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
credited are correct.

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\_\_\_\_\_  
Business Office Approval