

EXPENDITURE RECLASS / CORRECTION FORM

Use this form to request a posting correction for expenses paid in Banner. If correction is between funds that are overseen by different Cost Center Heads, both signatures are required. Complete form and forward to Lisa Rhodes for completion.

Reason correction is necessary:

INCORRECT EXPENDITURE POSTING INFORMATION

Amount: \$ _____

Vendor Name: _____

Index # _____ Account # _____ Department: _____

Cost Center Head Signature:

_____ Date _____

CORRECTED EXPENDITURE POSTING INFORMATION

Amount: \$ _____

Index # _____ Account # _____

Department: _____

Cost Center Head Signature:

_____ Date _____

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FINANCE APPROVAL

Signature

Date

Correction made by _____ Date _____