Rev 03/2020

COE DISBURSEMENT CORRECTION FORM

Justification

FROM (exactly as shown on BSR or query)

Vendor Name	Jrnl ID or Vchr # (no APP jrnl #'s)	Jrnl/Vchr Date	FUND	PGM	ACCT	DEPT	S-CLS	PROJECT	AMOUNT
			TOTALS						$ 0.00

TO

FUND	PGM	ACCT	DEPT	S-CLS	PROJECT	AMOUNT
TOTALS						$ 0.00

NOTE: TOTALS IN BOTH TABLES MUST BE EQUAL FOR THE JOURNAL TO BALANCE

PREPARED BY ______________________ **Date** __________

PROJECT DIRECTOR (if req'd) ______________________ **Date** __________

UNIT HEAD/DEPT CHAIR ______________________ **Date** __________

Business Office Use Only:

Jrnl #: ______________________

Date: ______________________

Processed by: ______________________