

RECEIPT CORRECTION
(One Form Per One Receipt)

Receipt Number & Date: _____ Date Requested _____

TRANSACTION RECORDED AS

<u>Department Number</u>	<u>Object Code</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SHOULD BE CODED AS

<u>Department Number</u>	<u>Object Code</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for change: _____

Signature _____