

# Non-Payroll Expenditure Adjustment Request

Type		Journal No.	
1. Entry	2.	3.	7.

UFIN 120 B-8 (R7/97) 71485-141

See Reverse for Instructions  
on Preparation.

To The Accounting Office:

Please adjust the accounts shown below with the expenditures listed.  
These expenditures were not originally charged to the correct accounts.

Campus		Department Name	
Date Prepared	Page	Prepared By	Tel. Ext.

Line	FROM (Credit)				TO (Debit)				Description of Transaction	PC or Reg No or Ref Number	Type Entry	Voucher Number	Document Date			Amount	GLOBE being Adjusted	
	L	Account	Fund	S	Object	L	Account	Fund					S	Object	Mo		Dy	Yr
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
													<b>TOTAL</b>					

**EXPLANATION OF EXPENDITURE ADJUSTMENT.**

- State:
- Why was expenditure originally charged as it was?
  - Why is the transfer being made?
  - How was it determined that this expense belongs to the account/fund/sub now being charged?
  - If the adjustment is 120 days past the original charge, a memo should be attached explaining in detail the reason(s) for the tardiness of the transfer.

Please attach copies of documents showing how this error occurred and/or what was the original intent of the transaction.

Department Certification and Approval \*\*

I certify that the above listed adjustments are proper and correct charges and/or credits to the accounts/funds indicated and in accordance with University policy and agreements set forth in the fund sources involved.

	Dept	Approved By	Typed Name	Date	Tel Ext
DEBIT					
CREDIT					
For Accounting Office Review and Approval	Signature:		Retention : Orig.,(Acctng. copy)-5 yrs subject to contract & grant requirements Other copies - 0-5 yrs.		

Line(s) \_\_\_\_\_ are a redistribution of high numerical but small individual and/or minor (describe) \_\_\_\_\_ charges representing the portion used or consumed for month (s) of \_\_\_\_\_, 19\_\_\_\_ by the account/fund/sub/object being charged. Internal records/logs supporting this adjustment are maintained by the department and copies are attached.

\*\* For adjustments involving restricted funds and/or Federal contracts and grants, certification and approval signatures must include that of the authorized principal investigator, department chair, or other academic official.