

This form should be used in order to transfer/reclassify previously processed charges to a budget after the original transaction was entered. Adjustments may be to transfer costs that were initiated through Accounts Payable, General Ledger Journal Entries or Payroll Labor Distribution.

Date:	Employee:	Dept./Program:	

## **ACCOUNTS PAYABLE / GENERAL LEDGER ADJUSTMENT:**

DATE	CHECK/GL #	VENDOR / DESCRIPTION	AMOUNT	FROM ACCOUNT #	TO ACCOUNT #	
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			

## **PAYROLL / LABOR DISTRIBUTION ADJUSTMENT:**

EMPLOYEE	# OF HOURS	FROM FUND #	<u>TO</u> FUND #

I hereby certify that the above transactions are necessary to correctly state the amounts to be charged to each Fund. I have concurrence of the Manager/Director for the budget(s) that these costs are being transferred "To."

Manager/Director (of "From" Account/Fund budget)

Date

**Responsible Accountant** 

Date

Updated 10/1/2022