## **EXPENDITURE / LABOR ADJUSTMENT**



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 & PAY PERIOD #	# 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 (of "From" Account/Fund budget)	_	
Manager/Director (of "To" Account/Fund budget) (if necessary)	Date	Responsible Accountant (of "To" Account/Fund budget) (if necessary)	Date	– Updated 10/1/202