

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 #	TO 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 **Date**
 (of "From" Account/Fund budget)

Responsible Accountant **Date**
 (of "From" Account/Fund budget)

Manager/Director **Date**
 (of "To" Account/Fund budget)
 (if necessary)

Responsible Accountant **Date**
 (of "To" Account/Fund budget)
 (if necessary)