To Request a Payment Coding Correction

Date:

To: Katie Schmid, Business Office

From:

Please journalize $ , which was paid to ,

(Name of Vendor)

Reason:

Journalize expense **to**: Full Budget Code: - - -

Budget Code Description: Budget title/Account

Budget Authority Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Journalize expense **from**: Full Budget Code: - - -

Budget Code Description: Budget title/Account

Budget Authority Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: A second approval is necessary only if the “to” budget code has a different signing authority than the “Journalize From” budget code.)

**\*\*Processing will not occur without a printout reflecting payment of items being moved!\*\***