

# SAMUEL MERRITT UNIVERSITY

## REQUEST FOR GENERAL LEDGER CORRECTION

Use this form to make changes and corrections to your general ledger or accounts payable reports. Attach a copy of the appropriate month-end report and highlight the entry to be corrected. If you have questions about completing this form, call Marcus Thomas in Financial Services at 510-869-6511, ext 6609.

### WHAT HAPPENED:

Original entry reported in \_\_\_\_\_'s reports

MONTH / YEAR

Was posted to: 2 1 5 -- \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ for \$ \_\_\_\_\_

DEPT #                      ACCT #                      SUBACCT #                      ACTIVITY #                      CATEGORY

\-----ONLY IF APPLICABLE -----/

General ledger

Description: \_\_\_\_\_

\_\_\_\_\_

### WHAT SHOULD HAVE HAPPENED:

Should be to: 2 1 5 -- \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ for \$ \_\_\_\_\_

DEPT #                      ACCT #                      SUBACCT #                      ACTIVITY #                      CATEGORY

\-----ONLY IF APPLICABLE -----/

Reason for correction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### AUTHORIZATION:

\_\_\_\_\_  
Requested by

\_\_\_\_\_  
Date

If correction moves dollars within your department, forward completed documents to Marcus Thomas in Financial Services.

If correction results in a charge to another department, forward completed documents to that department's manager. The department manager being charged for the correction should review and approve the charge by signing below. Then forward completed documents to Marcus Thomas in Financial Services.

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

### For Accounting Department Use Only

Date Received: \_\_\_\_\_

Action Taken:  Corrected – JE # \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

Not Corrected; Reason: \_\_\_\_\_