

Request Form for Correcting Journal Entries

Correcting Journal Entry for Revenue

Organization	Object	Project	Debit	Credit

Erroneous account and/or money amount – enter above

Correct account information and/or money amount – enter below

Organization	Object	Project	Debit	Credit

Correcting Journal Entry for Expense

Organization	Object	Project	Debit	Credit

Erroneous account and/or money amount – enter above

Correct account information and/or money amount – enter below

Organization	Object	Project	Debit	Credit

Please provide explanation for the necessity of the journal entry in the space provided below.

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- Please attach backup documentation, such as Account Trial Balance or pay-in.

NOTE: If requesting to move an item between appropriation lines, OMB approval is required.

Authorized Signature