



MOREHOUSE COLLEGE

CONTROLLER'S OFFICE ACCOUNTING RECLASSIFICATION AND ADJUSTMENT FORM

Date:

Requestor:

Department:

Phone/Ext:

E-mail:

Purpose: The purpose of this form is to provide a process for correcting and/or reclassifying charges to your departmental or special project budget. On a quarterly or periodic basis you will receive copies of the Organization Detail Activity Report from the FPAB Office. Please carefully review the report and note any corrections. **Complete, sign and forward this form to Amin Hassan, Accounting Manager, Gloster Hall, Room 213 or e-mail to ahassan@morehouse.edu.** APPROVED CORRECTIONS WILL BE REFLECTED IN THE NEXT ORGANIZATION DETAIL ACTIVITY REPORT.

Expenditure Code/Amount Charged:

Fund	Org	Account	Program	Amount
Total				-

Expenditure Code/Amount Correction:

Fund	Org	Account	Program	Amount
Total				-

Comments:

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REQUESTED BY
Department Head/Project Director

REVIEWED BY

APPROVED BY
Accounting Manager

FOR ACCOUNTING OFFICE USE ONLY

BANNER Entry By:

JV#:

Transaction Date:

Effective Date: