

Request for Correcting Transaction

Date of Correction: _____

Justification:

	Original Transaction	Change To:
Transaction No.(original)		
Class Code/Acct.No.		
Transaction Type		
Vendor/Customer		
Memo		
Date of Transaction		
Amount		

Print Audit Trail Report for documentation of original and revised transaction changes.

Approval:

Prepared By: _____ **Date:** _____

Approved By: _____ **Date:** _____