



County Extension Council

Request for Correcting Transaction

Date of Correction: \_\_\_\_\_

Justification: [Empty box for justification text]

Table with 3 columns: Transaction No.(original), Original Transaction, Change To. Rows include 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: \_\_\_\_\_