

Expense & Revenue Adjustment Request Form

Instructions

Attach all relevant source documents to support the adjustment such as a copy of the invoice or Banner transaction report.
 Include a detailed explanation of why the adjustment is required.
 Include the Banner Document Reference, an 8 character alpha-numeric reference starting with I, J, or F, example J0003562.

dd-mmm-yy

Effective Date

Purpose - Indicate the purpose of the journal entry.

- To correct or adjust a revenue or expense transaction recorded in the current fiscal year.
- To record a non-cash transaction such as an interdepartmental sale.
- To record a transfer of money from one fund to another.
- Other, please explain _____

Other comments/instructions:

FOAP's to be charged - Debits

FOAP Description	Fund (6 digits)	Org (4 digits)	Account (5 digits)	Prog (4 digits)	Amount Debit	Explanation Maximum 35 Characters
Grand Total					\$ -	

FOAP's to credited - Credits

FOAP Description	Fund (6 digits)	Org (4 digits)	Account (5 digits)	Prog (4 digits)	Amount (Credit)	Explanation Maximum 35 Characters
Grand Total					\$ -	

Authorization

Requested by (print)	Requested by (signature)	Date
Authorized by (print)	Authorized by (signature)	Date
Financial Services Authorization	Processed by	Processing date