

Expense Reclassification Form

(Used to move expenses posted to an account incorrectly)

Please fill out all fields completely

		<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Object</i>	<i>Project</i>	<i>Location</i>	<i>Program</i>	<i>Total \$</i>
*	EXAMPLE	7/15/2011	141	71100	429	300	71	306	\$120.00
*	EXAMPLE TO	7/15/2011	141	71100	435	306	00000	000	\$120.00
1	<u>Incorrect Account #</u>								
	<u>Corrected Account #</u>								
2	<u>Incorrect Account #</u>								
	<u>Corrected Account #</u>								
3	<u>Incorrect Account #</u>								
	<u>Corrected Account #</u>								

* *This Form cannot be used for budget transfers and/or amendments*

Corrected Reclassified Total	
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Reason For Request (Attach Separate Sheet or State/Federal Approval if Necessary)

APPROVALS: Must Occur Before the Accounting Entry Takes Place

_____	_____	_____	_____
Department/Principal/Program Manager	Date	Executive Director	Date
_____	_____	_____	_____
Superintendent	Date	Finance Director	