ELON UNIVERSITY

CORRECTION OF EXPENSE FORM

This form should be used to move expenses already posted to OnTrack from one line item to another line item within the same department or between departments (i.e.: when an expense has been charged to an account line by error). Transactions should be listed individually. A screenshot of the transaction as it appears in OnTrack, and invoices or receipts should be attached as supporting documentation to this request.

If you are moving funds from one department to another to cover costs before an expense occurs or to charge another department for services, you will need to submit a Transfer of Funds. If you are moving budget from one pooled account to another within the same department or division, you will need to submit a Budget Revision Form.

Completed form should be emailed to accounting@elon.edu.

DATE: _____

ACCOUNT NUMBER (12 Digits)	VENDOR/DESCRIPTION	AMOUNT TO MOVE TO (*Debit*)	AMOUNT TO MOVE FROM (*Credit*)
	TOTAL:		

EXPLANATION & APPROVAL	
Provide a brief explanation of why the expense correction is being requested.	
PREPARER'S NAME	**BUDGET MANAGER** *(e-signature)*