



CORRECTION OF EXPENSE FORM

This form should be used to move expenses already posted to OnTrack from account to another (i.e.: when an expense that has been charged to one account line needs to be charged to another account line). Transactions should be listed individually. A screenshot of the transaction as it appears in OnTrack should be attached as supporting documentation to this request.

If you are moving budget from one 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 <i>(12 Digits)</i>	VENDOR/DESCRIPTION	AMOUNT TO MOVE TO <i>(Debit)</i>	AMOUNT TO MOVE FROM <i>(Credit)</i>
	TOTAL:		

EXPLANATION & APPROVAL

Provide a brief explanation of why the expense correction is being requested.

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PREPARER'S NAME

BUDGET MANAGER (e-signature)