

DATE: \_\_\_\_\_

The check below was included in a review of our YTD Budget Report.  
Based on this review, I believe that the charge was made incorrectly to the org and/or object  
and should be reclassified to a new org and/or object as shown below.  
Please submit this completed form to Faye Grigg.

\_\_\_\_\_  
Bookkeeper

\_\_\_\_\_  
CFO

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PO Number	_____		
Vendor Number	_____		
Check Number	_____		
Original Org	_____	Original Object	_____
New Org	_____	New Object	_____
Amount	_____		

**Reason for Adjustment**

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