

# BELOIT COLLEGE

## Request for Corrections / Transfers / Reallocations

This form is used to communicate requests for corrections, transfers, and budget reallocations. All requests must show equal amounts into and out of accounts and include a detailed explanation. Please describe what is being moved (revenue, expense, budget), the reason for the change, and provide support for the transaction involved (for example, the PO, voucher, or journal entry number; copy of the invoice; or a print from the Portal with the transaction marked). Budget Transfers are to move budget dollars. Journal Entries are for actual expenses.

Move From:  Move To:    
Jenzabar Account Number Jenzabar Account Number Amount

Explanation:

Budget Transfer

Journal Entry

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Move From:  Move To:    
Jenzabar Account Number Jenzabar Account Number Amount

Explanation:

Budget Transfer

Journal Entry

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Move From:  Move To:    
Jenzabar Account Number Jenzabar Account Number Amount

Explanation:

Budget Transfer

Journal Entry

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Contact: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Required

Accounting Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature required for transactions of \$1000 or more

Provost/VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature required for transactions of \$5000 or more

Please send the completed form to the Accounting Office, Pearsons Hall.