

**GENERAL JOURNAL ENTRY REQUEST
RICHLAND COLLEGE**

In review of the attached division accounting printouts, the following item appears to be mischarged.

Attached are two (2) copies of the accounting print-outs.

Originator Signature & Date

CORRECTION REQUESTED

Please make the following corrections:

Correction (Charge item to this gl number):

<u>Fund</u>	<u>Location</u>	<u>Division</u>	<u>Account</u>	<u>Amount</u>
(X X)	(X X)	(X X X X X X)	(X X X X X)	_____

Gl number charged in error (attach two print-outs which show charge and gl) :

<u>Fund</u>	<u>Location</u>	<u>Division</u>	<u>Account</u>	<u>Amount</u>
(X X)	(X X)	(X X X X X X)	(X X X X X)	_____

Justification for change:

AUTHORIZING SIGNATURES

Budget Supervisor of gl (division to be charged) & Date

Grant Manager of grant to be charged (if grant) & Date

College Business Office & Date

Grant Approval (if grant) & Date