



## ACCOUNT CHARGE ADJUSTMENT REQUEST

Date: \_\_\_\_\_

To: Steven Strother/ Finance Office

From: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Principal or Department Head)

Reason for Account Charge or Deposit to be Moved:

\_\_\_\_\_  
\_\_\_\_\_

Account Number of Original Charge or Deposit (to be moved):

_____	_____
_____	_____
_____	_____

Correct Account Number to Charge or Deposit Funds:

_____	_____
_____	_____
_____	_____

Approved By (CFO): \_\_\_\_\_