

# Business and Finance Division

SAINT LOUIS UNIVERSITY

TC # \_\_\_\_\_

## Finance Transaction Correction

Department: \_\_\_\_\_

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

Fund	Account	Activity Code (optional)	Transaction Description	Trans Date	Document Code	Debit Amount	Credit Amount
<b>Total</b>						\$	\$

Reason for Transaction Correction (attach additional sheet(s) if needed):

**APPROVALS**

Financial Manager: \_\_\_\_\_  
 Department Head: \_\_\_\_\_  
 Controller's Office: \_\_\_\_\_

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

Commitment Office: