UNIVERSITY OF HOUSTON-DOWNTOWN
TRANSACTION CORRECTION REQUEST

TO: General Accounting Office
Suite 970-S

FROM: _____

Please process the following transaction(s) as indicated below. A copy of the appropriate page of the 1074 Report or other appropriate backup is attached.

Reference _____

From Cost Center/PS Account	Amount	To Cost Center/PS Account
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification:

_____

_____

_____

_____

_____

_____

Approvals:
Cost Center Manager/
Dept. Business Manager_____   Date: _____

*If the transaction requested involves two departments, both cost center managers must approve the adjustment.