



Montgomery College
OFFICE OF BUSINESS SERVICE
GENERAL LEDGER JOURNAL ENTRY CORRECTION REQUEST FORM

Date

JUSTIFICATION FOR JOURNAL CORRECTION:

DECREASE/FROM									
FUND	COST CENTER	PROGRAM	SPEND/REVENUE CATEGORY	DISCIPLINE	AGENCY/AUX/GRANT/PROJECT	Amount	Original Trx Date	WD Ref Number	Transaction Description
Total Decreases/From						\$	-		

INCREASE/TO									
FUND	COST CENTER	PROGRAM	SPEND/REVENUE CATEGORY	DISCIPLINE	AGENCY/AUX/GRANT/PROJECT	Amount	Original Trx Date	WD Ref Number	Transaction Description
Total Increases/To						\$	-		

 Cost Center Manager/ Secondary Cost Center/Account Manager 1: Name / Signature

 Preparer: Name / Signature

 Phone Extension

 Cost Center Manager/ Secondary Cost Center/Account Manager 2: Name / Signature

 Date Requested

Please complete the form and kindly return the signed copy to Finance.Obs@montgomerycollege.edu