

**REQUEST FOR CHANGE OF ACCOUNT/SUBACCOUNT
ON ACCOUNTS PAYABLE PAYMENTS**

To request a journal entry to correct an account and/or sub-account number that was charged in error, please complete the following information. This form should be mailed/mailed to:

Controller's Office
St. Mary's Hall +1662
controller@udatyon.edu

PO No.: _____

Vendor Name: _____

Credit Account/Sub-account (account/sub-acct that **was** charged): _____
Amount: _____

Debit Account/Sub-account (account/sub-acct that **should be** charged): _____
Amount: _____

Requested by: _____

Date: _____