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/ emailed 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: ____________________________