

**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: \_\_\_\_\_

General Accounting Office to write entry \_\_\_\_\_  
Date: \_\_\_\_\_

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