



Journal Entry/Correction Form

The following check was written from the wrong fund:

Check Number: _____ Date of Check: _____

Name of Payee: _____

Journal Entry Amount: _____

This check was paid from fund/line item _____

but should have been paid from fund/line item _____

Copy of check or detail attached.

Department Approval _____

The correction has been completed by the Finance Department.

Finance Department _____