



# ACCOUNT CODE CHANGE VOUCHER

INSTRUCTIONS: This voucher is used to approve and process a change in the account code to which an expenditure or revenue was charged.

Voucher prepared by \_\_\_\_\_

For Accounting Office Use

Journal Entry No. \_\_\_\_\_

Month \_\_\_\_\_

Approved by \_\_\_\_\_

## ACCOUNTS TO BE DEBITED

## AMOUNT

## TOTAL DEBITS

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Charges listed above are hereby authorized:

\_\_\_\_\_  
Signature of Budget Authority

\_\_\_\_\_  
Date

## ACCOUNTS TO BE CREDITED

## AMOUNT

## TOTAL CREDITS

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## DESCRIPTION OF ITEMS (Attach transaction recap, as needed)

WARR. DATE	VENDOR/PAYEE	WARRANT NO.	P.O. NUMBER	TOTAL AMOUNT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## REASON FOR CHANGE:

\_\_\_\_ Clerical Error

\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_ Change in Spending Plan