



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

Charges listed above are hereby authorized:

Signature of Budget Authority

Date

ACCOUNTS TO BE CREDITED

AMOUNT

TOTAL CREDITS

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