



ASB 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:

AMOUNT

TOTAL CREDITS

=====

DESCRIPTION OF ITEMS (Attach transaction recap, as needed)

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

ASB Treasurer

Date

Student Activity Representative

Date

ASB Primary Advisor

Date

ASB Activity Advisor

Date

REASON FOR CHANGE:

____ Clerical Error (Requires 2 signatures: Treasurer & Primary Advisor)

____ Change in Spending Plan (Requires ALL 4 signatures)