



Transaction Correction Form
Comptroller's Office-General Accounting
3201 Arch St., 4th Floor
(215) 895-2435

Accounting Use Only			
Doc. No. _____	_____	Date _____	_____
Approval _____	_____	Date _____	_____
Data Entry _____	_____	Date _____	_____

Use this form to correct transactions recorded in your cost center. Provide all of the information requested by referring to the **WEB*FINANCE** Account Activity Detail or Document Tracking pages. If a transaction was incorrectly charged to your cost center and you don't know the correct cost center, write **UNKNOWN** on the **reason for correction** line.

Corrections to Purchase Requisitions and Purchase Orders must be submitted to the Purchasing Office on a Change Order Form. Inquiries or corrections for service department charges must be submitted to the Service Department originating the charge. Corrections to salary accounts must be submitted via email to HRIS@drexel.edu. Use the Effort Report to correct salaries funded by organized sponsored programs. Forms will be processed within 5 business days of receipt in the General Accounting Office.

FROM Cost Center	Fund Number	Org Number	Account Number	Activity Code (optional)	Amount	Document Number	Transaction Description	Acctg. Use Seq. No.
				Total				
						Reason for Correction		

APPROVAL:
 Cost Center Administrator _____

Signature _____

Date _____