

UNIVERSITY OF HOUSTON-DOWNTOWN TRANSACTION CORRECTION REQUEST

TO: General Accounting Office
Suite 970-S
FROM:

Please process the following transaction(s) as indicated below. A copy of the appropriate page of the 1074 Report or other appropriate backup is attached.

Reference

From Cost Center/PS Account	Amount	To Cost Center/PS Account

Justification:

Approvals:

*If the transaction requested involves two departments, both cost center managers must approve the adjustment.