



**ACCOUNT ADJUSTMENT FORM**

**Date:** \_\_\_\_\_

**To:** Holly Hutto/ Finance Office

**From:** \_\_\_\_\_  
(Signature of Principal or Department Head)

**Reason for Account Charge or Deposit to be Moved (circle one):**

\_\_\_\_\_  
\_\_\_\_\_

**Account Number and Amount of Original Charge or Deposit to be Moved (circle one)**

\_\_\_\_\_  
\_\_\_\_\_

**Correct Account Number and Amount ro Charge or Deposit Funds:**

\_\_\_\_\_  
\_\_\_\_\_

**Approved By (CFO)** \_\_\_\_\_