



Department of Finance and Administration

Journal Entry - Correction Request Form

**Please note all information on this form should be typed, saved as a PDF and attached to the journal entry remitted to DFA for approval.*

*Additionally: **ALL** journal entries **MUST** include a MAGIC report referencing the posted transaction(s) to be corrected or reallocated. If the posting is a reallocation the summary page used to determine allocation percentages should also be included.*

Contact Information

Agency Name: _____
Business Area: _____
Employee Name: _____
Phone Number: _____
E-Mail Address: _____
Date: _____

Type of Adjustment Requested

Expenditure Correction Revenue Correction Grant/Revenue Reallocation

Reason for Adjustment