



Department of Finance and Administration

Journal Entry – Correction/Reclassification 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.

General Information

Business Area:	_____	Agency Name:	_____
Primary Contact:	_____	E-mail Address:	_____
Document Number:	_____	Document Date:	_____
Amount being reclassified:	_____	Originating document:	_____

*****The original posting information MUST be attached as support*****

Reclassification Type:

- ☐ Dollar-for-dollar (matches the original document)
- ☐ Partial/ does not match originating document (detailed explanation required)

Reclassification Impact (select all that apply)

- ☐ Fund ☐ G/L Account ☐ Grant** ☐ Allocation % ☐ Cost/Fund Center ☐ Internal Order ☐ Revenue ☐ Expense
- ☐ Yes ☐ No ** Does this reclassification comply with federal regulations for allowable grant-related costs?
- ☐ Yes ☐ No ** Is supporting documentation to justify the reclassification of costs between grants attached?

Provide a clear, detailed, and transaction-specific explanation addressing why the correction is necessary, what corrective action has or will be implemented, and provide a complete and descriptive explanation of the transaction.

Reclassifications over \$25,000 -or- Impacting Grants Require Two Authorized Approvals

Authorized Signers are prohibited from also serving as the Primary Contact and must hold a position at the Supervisor, Manager, Director, or Deputy level. Digital and electronic signatures are expressly prohibited. Only original handwritten (wet ink) signatures will be accepted. Any submission that fails to comply with all requirements will be deemed invalid and will not be processed. All submitted documents are subject to two approval requests at OFA's discretion.

Name	Signature	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____