

Montgomery College-Office of Business Services  
**ACCOUNT NUMBER JOURNAL CORRECTION FORM**

**To be used ONLY to correct an existing Vendor Invoice Account Allocation**

<b>Instructions: Complete all information (submit to) Accounts Payable , Mke 230.</b>	Banner Doc# 1 _____ (Reference number is the Banner ID # to be corrected)
Vendor ID:	Vendor Name:
Invoice Number:	Invoice Date:
Purchase Order Number	<b>Justification for Correction/Comments</b>

<b>Invoice Account Allocation Correction</b>							
	INDEX	FUND	ORG	ACCT	PRG	AMOUNT	Debit/Credit
Change From							
Change TO							
Change From							
Change TO							
Change From							
Change TO							
Change From							
Change TO							
Change From							
Change TO							

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Manager (PRINT NAME) \_\_\_\_\_ Date \_\_\_\_\_

<b>Account Manager's Signature/Approval</b>			
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Attach a copy of the invoice and/or Banner Screen
Phone #
Department

For Accounts Payable Use Only

Date		A/P Staff Name