

BRC Non-Payroll Expenditure Adjustment Request (NPEAR)

Originating Department: _____

Dept Code: _____

ADJUSTMENT CATEGORY: (see Business & Finance Bulletin A-47)

- Correction of an erroneous recording.
- Record change in the decisions made originally as to the use of goods or services.
- Redistribution of small individual and/or minor charges.

Explanation for adjustment (required):

1. Why the adjustment is being made.
2. Why it was originally charged as it was.
3. How it was determined that this expense belongs to the account/fund now being charged.
4. Reason for delayed action if adjustment is made after 120 days of original charge.

EXPLANATION OF EXPENDITURE ADJUSTMENT

TE	Account	Fund	Project	Sub	Object	Source	Description of Transaction (or attach original documentation)			Debit	Credit
							Doc Date	Trans #	Reference		
	M-										
	M-										
	M-										
	M-										
	M-										
	M-										
	M-										
	M-										
	M-										

TOTAL

I certify that the above listed adjustments are proper and correct charges and/or credit to the accounts/funds indicated and are in accordance with University policy and agreements set forth in the fund sources involved.

Prepared By: _____ Phone: _____

Approving Authority Signature: _____ Date: _____

Printed Name: _____

For Federal Contract & Grant Funds:

I certify that I am the Principal Investigator, Department Head (Vice President) or other responsible academic official and that this adjustment request meets the requirements of Business & Finance Bulletin A-47.

Approved By: _____ Date: _____

Printed Name: _____