



Canutillo Independent School District

Street Address: 7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address: P.O. Box 100
Canutillo, TX 79835

TO: Director of Finance

FROM:

DATE:

SUBJECT: Reclassification Expense

Please reclassify the following transaction:

Amount

FROM Acct # _____ \$ _____

TO Acct # _____

Type of transaction and document number for reclassification request:

Purchase Order # _____ Cash Receipt # _____ Journal Entry # _____

Other Documentation - _____

Reason for change of account #:

Approval Signature: _____

(Must be budget authority, such as Principal or Director)

Required Checklist of Back-up Documentation

- | | |
|---|--|
| <input type="checkbox"/> Print Screen of general Ledger Transaction | <input type="checkbox"/> Purchase Order Copy |
| <input type="checkbox"/> Warehouse Requisition | <input type="checkbox"/> Cash Receipt |
| <input type="checkbox"/> Journal Entry | <input type="checkbox"/> Other Documentation |

For further assistance with the form contact Financial Services at 877-7568, 877-7445, or 877-7412

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For Financial Services Use Only

Date Received: _____

Date Processed: _____ JV#: _____