Prairie View A&M University
Departmental Correction Request (DCR)
Justification Form

Original Account & Subcode:	
New Account & Subcode:	

Transaction Amount _____   Voucher # (if applicable)_____

1.   Why was the expense originally charged to the account from which it is now being transferred?

2.   Why should this charge be transferred to the proposed receiving account?

3.   If the cost transfer request is more than 90 days from the date of the original charge, explain the reason for the delay and what action is being taken to eliminate the need for future cost transfers of this type.

Additional Comments (if applicable)

Supporting documentation must be attached to this justification form.

APPROVED:

_____   _____   _____
Responsible Person Signature (or delegate)   Printed Name   Date

Additional Signatures (if applicable):

_____   _____   _____
                                                    Printed Name   Date
_____   _____   _____
                                                    Printed Name   Date

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General Instructions

Original Account & Subcode
Enter the current account number and its associated subcode for the transaction you wish to move.

New Account & Subcode
Provide the desired account number and corresponding subcode where the transaction should be moved.

Transaction Amount
Input the precise amount of the transaction. If there are multiple transactions, list the total.

Voucher number
If applicable, enter the voucher number associated with this transaction.

Questions 1-3
Document your comprehensive answers to questions 1 through 3 here.

Additional Comments
Include any other pertinent comments or details not covered previously.

Approvals

Responsible person
The Responsible Person listed on the account or their designated representative must provide their signature.

Additional Signatures
If the transaction is being transferred to an account owned by another Responsible Person, an additional signature is required.

Submission

Please submit the completed form along with the necessary supporting documentation to accounting-services@pvamu.edu.