

REQUEST FOR CORRECTION ON ACCOUNT

SITE INFORMATION	
School	Date
Requested by	Phone #

STUDENT/TRANSACTION INFORMATION		
<u>INCORRECT</u> Student First & Last Name		Student ID #
<u>INCORRECT</u> Item		Item #
Transaction Date	EOP Date	Receipt #

<u>CORRECT</u> Student First & Last Name		Student ID #
<u>CORRECT</u> Item		Item #

REASON FOR CORRECTION

FINANCE ONLY	
Approved by	Date

Please submit request **and** InTouch receipt to Student Activities at CEE for processing
Thank you!