

REPUBLIC SCHOOL DISTRICT CODING CHANGE REQUEST

**Request Date:** \_\_\_\_\_

**Date of original transaction:** \_\_\_\_\_

**Reason for Coding Change:** \_\_\_\_\_

Line	Account Number to Move from	Transfer Amount	Account Number to Move to
1			
2			
3			
4			
5			
6			
7			
8			

<b>Requested By:</b>	<b>Building Admin Approval:</b>
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Accounting Use Only		
Journal Entry Created by:	Adjusting Journal Entry #	Journal Entry Date

## REPUBLIC SCHOOL DISTRICT CODING CHANGE REQUEST

### Instructions for completing Coding Change Request Form

**Date** - Enter the date you are requesting coding change

**Date of Original Transaction** - Enter date that original transaction occurred

**Reason for Coding Change Request** - Enter reason for requesting change

**Account Numbers/Amount** - Enter the full budget numbers you want to change from / to and the amount to move

**Requested By** - Enter person requesting change

**Building Admin Approval** - Obtain approval signature from administrator in charge of budget area

**Forward the completed form with the appropriate documentation to district bookkeeper for processing.**

**Documentation requirements:** Entries involving grants, federal funds and contracts must be accompanied by complete documentation. For example, if you are changing coding involving federal funds, you should include a copy of the original charge and an explanation of why the charge is being transferred.

Accounting does not require documentation for interdepartmental journal entries. However, departments should maintain complete records for internal audit purposes.