

# Financial Transaction Adjustment Form

DETAILED DESCRIPTION OF ADJUSTMENT

Prepared by: \_\_\_\_\_  
*Print Name* / *Date*

Requested by: \_\_\_\_\_  
*Print Name* / *Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

Approved by: \_\_\_\_\_  
*Print Name* / *Date*

See Attached Documentation

\_\_\_\_\_  
*Signature*

Re-send Receipt

----- ADVANCEMENT SERVICES USE ONLY -----

ACTION TAKEN

ORIGINAL TRANSACTION	GIFT DATE	E#	NAME	AMOUNT	GIFT #	DESIGNATION

NEW TRANSACTION	GIFT DATE	E#	NAME	AMOUNT	GIFT #	DESIGNATION

Completed By: \_\_\_\_\_  
*Signature* / *Date*

Approved By: \_\_\_\_\_  
*Signature* / *Date*