

*Texas State University – San Marcos is a member of the Texas State University System*

**DEPARTMENT DEPOSIT CORRECTION FORM**

**THIS FORM CAN ONLY BE USED TO CORRECT ROUTINE BUSINESS DOCUMENTS**

|  |
| --- |
| **Reason for Redirect:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document Reference** | | **Move From** | | | | | | | **Move To** | | | | | |
| **Date** | **SAP Document Number** | **GL Account**  **(6 digits)** | **Cost Center**  **(10 digits)** | **Fund**  **(10 digits)** | | **I/O**  **(10 digits)** | **Amount** | | **GL Account**  **(6 digits)** | **Cost Center**  **(10 digits)** | | **Fund**  **(10 digits)** | **I/O**  **(10 digits)** | **Amount** |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  | |  |  |  |
|  | |  | | | | **Total** |  | |  | | | | **Total** |  |
| **Prepared By(Print Name):** | | | **Extension** | **Email** | | |  | | | | | |
|  | | **Approved By(Print Name)** | | | Approval Signature | | | **Date** | | |  | | | |

Send form to Student Business Services or email to [bursar@txstate.edu](mailto:bursar@txstate.edu)