

REQUEST FOR ADJUSTMENT TO THE GENERAL LEDGER

This form is to be used when incorrect information has been entered into AIS such as budget purposes, object codes or departmental activity codes.

CHOOSING THE CORRECT FORM

- To correct any information please complete the [Request for Adjustment to the General Ledger](#) form.

COMPLETING THE FORM

- This form is to be completed by the department and submitted to the Accounts Payable office via email at stdg@siu.edu or campus mail MC6818.
- For help completing this request form, view the [instructions](#).

THE PROCESS

- It is imperative that all of the information is completed prior to sending this form to Accounts Payable. If this information is not correct, it will be returned.