



**Notes:**

Your P-Card statement was submitted after the closing period for the month submitted.

If you wish to have previously posted charges reversed and charged to an account number other than the one posted please complete the below form and submit to Jill Harris in the Business Office.

**Example:**

Notes	Account Number				Debit	Credit
McDonald's	11	135	22500	62105	\$ 29.74	
	11	135	22500	60199		\$ 29.74

Debit Acct: The account number you want to charge.

Credit Acct: The account number previously charged and which you wish to reverse and charge to a different account

**If you have questions, please call Jill Harris at (309) 794-7351.**