

Financial Transaction Adjustment Form

DETAILED DESCRIPTION OF ADJUSTMENT

See Attached Documentation

Re-send Receipt

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

ORIGINAL TRANSACTION					
Gift Date	E#	Name	Amount	Gift #	Designation

NEW TRANSACTION					
Gift Date	E#	Name	Amount	Gift #	Designation
Comment: _____					
Comment: _____					
Comment: _____					
Comment: _____					
Comment: _____					

Completed By: _____ /Date

Signature

/Date

Approved By: _____ /Date

Signature

/Date