



# Leon County Schools

## Finance Expenditure Coding Correction Request

Finance Department  
2757 West Pensacola Street, Tallahassee, Florida 32303

Mail the completed form to the address above or email to [chaveze@leonschools.net](mailto:chaveze@leonschools.net)

Date of Request \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Telephone \_\_\_\_\_

Complete this section for account code changes.

Vendor Name \_\_\_\_\_

Transaction Date \_\_\_\_\_

Transaction Amount \_\_\_\_\_

Original Coding \_\_\_\_\_

Revised Coding \_\_\_\_\_

Comments \_\_\_\_\_

*NOTE: Attach a copy of the applicable invoice and a screenshot from Skyward of the original transaction. If you need further assistance, please contact Kristin Marschka or Charlene Waltz at 850-488-1206.*

### FOR LCS FINANCE DEPARTMENT USE ONLY

DATE OF JOURNAL ENTRY: \_\_\_\_\_

JOURNAL ENTRY REFERENCE NUMBER: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_