



Property Management Office

Capital Transaction Adjustment

Dear Financial Approver:

Per Administrative Guide Memo 3.8, reallocation of charges must be accompanied by documentation the justifying reallocation, and such documentation must be received from an authorized financial account(s) being debited. One form per transaction number (PO, PCard, iJournal).

*****This form must be received from the authorized financial approver. **By sending this request, you are attesting to the fact that you are authorized to make financial decisions for this account*******

Please approve the following purchasing information modification, and forward this request to: cap-template@lists.stanford.edu with the comment "Transaction Approved". If multiple approvers are involved, please route to each via email, to provide evidence of approval by each.

Purchase Order or PCARD Transaction Number: _____

SU ID Tag Number(s) affected, if any: _____

Department Property Administrator: _____

Authorized Financial Approver(s): _____

Line Number(s)	Project	Task	Award	Expenditure Type	Expenditure Item Date	Debit	Credit
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
						TOTALS	

REQUIRED: Please provide justification, including the allocation methodology used when multiple PTAs are involved: