

# CITY OF MANTECA

## G/L ACCOUNT CHANGE REQUEST FORM



FINANCE DEPARTMENT

### REQUEST MADE BY:

Name:

Department:

Date:

### TYPE OF REQUEST:

- Change AP  Vendor # \_\_\_\_\_ Inv. No. \_\_\_\_\_
- Change PO  PO # \_\_\_\_\_
- Update Proj No.
- Other  \_\_\_\_\_

Current G/L Account

Current Project No.

Amount:

New G/L Account

New Project No.

Amount:

Explanation:

Department Approval: \_\_\_\_\_  
(Management)

**\*\*Please Note:**

If there are multiple G/L accounts that need to be listed, please use additional page