

DATE: _____

TO: Sharyl Kasarskis/Susan Horimoto

FROM: _____

RE: General Error Correction (GEC) Request

Reason for Transfer:

Please attach supporting documents (copy of pcard transaction log, receipt, PO, travel completion, agreements, award letters, spreadsheets, etc).

From Account/Object Code	To Account/Object Code	Amount	Service Date

From Account:

Approving Authority Name

Signature Date

To Account:

Approving Authority Name

Signature Date

GEC edoc#: _____ Processed date: _____