### UNIVERSITY OF CALIFORNIA, LOS ANGELES

**NON-PAYROLL EXPENDITURE ADJUSTMENT REQUEST**

<table>
<thead>
<tr>
<th>ORIGINATING DEPARTMENT</th>
<th>DEPT CODE</th>
<th>DATE PREPARED</th>
<th>PREPARED BY</th>
<th>TELEPHONE EXT</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**  
- $ - $ -

---

#### EXPLANATION OF EXPENDITURE ADJUSTMENT.

State:

1. Why the transfer is being made.
2. Why it was originally charged as it was.
3. How it was determined that this expense belongs to the account/cc-fund now being charged.
4. Reason for delayed action if adjustment is made after 120 days of original charge.

---

#### DEPARTMENTAL CERTIFICATION AND APPROVAL*

I certify that the above listed adjustments are proper and correct charges and/or credits to the accounts/ funds indicated and are in accordance with University policy and agreements set forth in the fund sources involved.

<table>
<thead>
<tr>
<th>LINE</th>
<th>DEPARTMENT NAME</th>
<th>APPROVED BY</th>
<th>DATE</th>
<th>TEL. EXT.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Line #**  
11/03/03  Ext

---

**ACCOUNTING SERVICES**

---

*For adjustments involving Federal contracts and grants, certification and approval signatures must include that of the principal investigator, department chairman, or other academic official.*