



University of California  
San Diego

# PAYMENT ADJUSTMENT REQUEST

|                 |
|-----------------|
| Acctg use only  |
| Document Number |

**Reference:**  Operating Ledger Dated \_\_\_\_\_  Copy Attached

**Subject:**

Payee Name \_\_\_\_\_ UCSD Document Number \_\_\_\_\_

Invoice/Credit # \_\_\_\_\_ Date \_\_\_\_\_ Purchase Order # \_\_\_\_\_

**SSN/FEIN No.** \_\_\_\_\_ Address Type \_\_\_\_\_

**Complete:** Please indicate the appropriate adjustment.

This invoice/credit memo was previously paid/credited on: \_\_\_\_\_ and reflects on the Operating Ledger dated \_\_\_\_\_  
Document Number \_\_\_\_\_  
 Copy Attached

This invoice/credit memo was paid in an incorrect amount.

Overpayment  
 Underpayment of invoice was made in the amount of \_\_\_\_\_

Explanation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sales Tax in the amount of: \_\_\_\_\_ was not paid.  
 Use Tax in the amount of: \_\_\_\_\_ was not paid.  
 Sales/Use Tax was over / under paid in the amount of: \_\_\_\_\_  
 Credit memo was paid as a debit invoice.  
 Other Adjustment, Please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate:  Debit  Credit in the amount of: \_\_\_\_\_

| Index                | Fund      | Account                    | Adjustment Amount |
|----------------------|-----------|----------------------------|-------------------|
| Prepared By:         | Mail Code | Ext.                       | Date              |
| Authorized Signature |           | Audited by (acct use only) |                   |