

## ***PRINTOUTS***

Auburn University Expense Distribution printouts are received monthly for every Alabama Cooperative Extension System account. These printouts show budget figures, income into that account (if any) and expenses against that account for the current month as well as year-to-date. They are an important financial management tool of the System.

Printouts are distributed monthly by Administrative Services to the person who is responsible for the specific account. Each printout should be looked at carefully to determine that all deposits and charges against the account are valid. Occasionally a key-punch error may occur and the wrong account be charged. Errors can be corrected but should be taken care of as soon as possible. In case of an error, e-mail Administrative Services giving detailed information (name, date, amount) concerning the charge you feel is incorrect and ask that the problem be corrected. Administrative Services will make the necessary contact with the appropriate University business office to correct the error.