

EXERCISE 2

U of T FAST

Memo

To: C. Fistrain
From: M. Thompson
CC:
Date: August 16th, 2017
Re: August 15th, 2017 memo regarding correction of funding source of airfare for Conference in New York

Please ensure that the correcting Journal Entry is complete with the proper text in the **Assignment** field. It should read **CONF**, as we'd like to track the spending for that conference.

Thanks,

M. Thompson

Dept Fin Officer

HINTS

QRG: Document Change