



Correction Request Form

TO: Accounts Payable

Department Name/Number: _____

Please correct the following expenditure(s) as indicated below:

Original Payment Information:

Amount		FAMIS Voucher #		Vendor ID #		Invoice #

Incorrect account charged:

Account Number		Support Acct/ Project Number		Expense Subcode/ Object Class		Dollar Amount

Correct account to be charged:

Account Number		Support Acct/ Project Number		Expense Subcode/ Object Class		Dollar Amount

Reason/Justification:

For questions please contact: _____

Department Account Approval:

Finance & Admin Office:

Signature

Signature