


Instructions to fill out Request for Voucher Correction Form

- A. Input the date the voucher was paid, Voucher #, Vendor ID and amount from original payment information from FAMIS screen 168.
- B. Enter the incorrect account number, support account, object code and the dollar amount(s). If only a portion of the payment is being corrected, list only that portion.
- C. Enter the correct account number, support account, object code and the dollar amount(s). If only the portion is being corrected list only that portion.
- D. Explanation for either the full or partial correction.
- E. Signature is needed from the approver of the account.
- F. Accounts Payable auditor's signature for completing the correction request.

Note: Once form is completed, scan the form into Laserfiche and drop into the "Voucher Correction Form" folder under 9.0 In-Boxes\WIP Disbursements



Correction Request Form

TO: Accounts Payable

From: (Department)

Please correct the following expenditure(s) as indicated. The expenditure(s) was/were incurred for benefit of account _____, and should have been charged there initially.

A: Original Payment Information:

Date	FAMIS Voucher #	Vendor ID #	Amount

B: Incorrect account charged:

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

C: Correct account to be charged:

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

D: Reason/Justification:

E: Department Account Approval: _____

F: Finance & Admin Office: _____

Signature _____

Signature _____