

P-CARD CORRECTION FORM

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Corrections can only be made after the transaction appears on the fiscal officer report.

Note: This form can only be used to make corrections to the budget purpose or the object code.

Transaction Information:

Complete a separate form for each P-Card transaction number. All fields must be completed.

What is the budget purpose as it was entered? _____

What is the correct budget purpose? _____

What is the object code as it was entered? _____

What is the correct object code? _____

What is the P-Card transaction number? _____

What is the date of the transaction? _____

What is the amount of the transaction? _____

List the reason for this correction here and please attach a copy of the Funds Available Report of Transactions.

Contact Name

Department

Email

Phone Number

Fiscal Officer/Delegate Signature for Account # _____

Obtain the Fiscal Officer or Delegate's signature, attach a copy of the Funds Available Report of Transactions, and mail the completed form and attachment to: Financial Accounting, Mail Code 6812