

GRANT EXPENSE CORRECTION

Use this form when a grant expenditure has been erroneously charged to another account.
Attach appropriate documentation (ex: copies of invoice or receipts, email correspondence, etc.) to this form.

GRANT INFORMATION

PRINCIPAL INVESTIGATOR:

GRANTING AGENCY:

TITLE OF PROJECT:

MOVE CHARGE TO (DEBIT): <i>Please use one line per transaction</i>			MOVE CHARGE FROM (CREDIT): <i>Use one line per transaction</i>	
ACCOUNT No.	VENDOR/DESCRIPTION	AMOUNT	ACCOUNT No.	AMOUNT
TOTAL:			TOTAL:	

REASON FOR CORRECTION:

WAS THIS PURCHASE MADE ON A PCARD?:

YES

NO

If yes, list the Cardholder's Name.

REQUESTED BY: _____
Signature

DATE: _____

SEND FORM TO GRANTS ACCOUNTANT, CAMPUS BOX 2900