

REQUEST FOR EXPENDITURE CORRECTION

UNIVERSITY AND GOVERNMENT ACCOUNTS

INSTRUCTIONS:

1. This form should only be used only for expenditure transfers and corrections to the monthly statements.
2. This form should **NOT** be used for salaries and fringe benefits transfers and corrections.
3. This form should **NOT** be used for encumbrance transfers and corrections. The Change Order form should be used for any encumbrance changes.
4. For transfers involving government accounts the following applies:
 - a) All cost transfers to or between government accounts must be initiated by the end of the month following the month in which the monthly statement showing the original transaction is received.
 - b) A full explanation of the reason for the transfer is required. An explanation which states merely “to correct error” or “to transfer to correct project” is **NOT** sufficient.
5. This form may be used only to transfer charges from **ONE** six-digit account to **ANOTHER** six-digit account. Within these accounts different four-digit subcodes may be used on the same form.
6. Please fill in **ALL** the information requested. The AM091 monthly statement-transaction detail on which the item first appears will be helpful as a source for the following information:
 - a) Reference 1 (usually purchase order number)
 - b) Description (usually vendor name)
 - c) Original batch No. reference and date

DISTRIBUTION:

1. Keep a copy of this form until you receive notification of the correction and have verified it on the indicated statement.
2. If form is issued from CUMC send a copy to the Grants and Contracts Office, CUMC
3. Send the original to:

General Accounting
Office of the Controller
MC:7405

4. The Controller’s Office will send an appropriately referenced copy back to you after the corrections have been made.
5. Match the referenced copy with your file copy, enter correct data and file one form with each of the pertinent accounts for your records.
6. The correct entries will appear on your Monthly Statements for the month in which the corrections were actually entered.

