



Accounting Correction Request

Accounting: Please make the following correction pertaining to the referenced transaction(s).

*Note: PCard corrections can only be made to transactions up to six months after the transaction posting date in SDOL. Any transactions involving a grant fund must be approved by the Director of Research Administration. Send completed form(s) to Research Administration, Admin Building Room B35.*

From FOAP				To FOAP				Transaction Date	Document Code	Vendor Name	Cardholder (NSU PCard transactions only)	Amount
Fund	Org	Acct	Prog	Fund	Org	Acct	Prog					
<b>Total Request</b>												

Explanation:

Requested by: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Ext.

Approved by: \_\_\_\_\_

\_\_\_\_\_

Date

Account Sponsor/Financial Manager

<b>Office Use Only:</b>
Completed by:
Document Code:
Posting Date:

Completed forms should be routed to the Director of Business Affairs, Administration 124. For questions or assistance, please contact the Business Affairs main line at extension 2160 and ask for Accounting.