

ACCOUNTS PAYABLE VOUCHER CORRECTION REQUEST

Correction for Travel Authorization Voucher can only be requested after Final Reimbursement or Zero Cost Voucher & all airline (CBT) credits are entered/received; please confirm with Travel Dept. and check these boxes: Final Voucher is done No outstanding CBT credit

PO / TA Number: Vendor ID/Name: /

JUSTIFICATION FOR CORRECTION: *(Attach SIGL140R & PO-SIPO003R/TA-SITA002R reports and highlight discrepancy)*

DIRECTIONS: *Please SELECT ONE of the following:*

1. If correcting ALL vouchers on the PO/TA, please check this box:

ALL vouchers, total amount to be corrected \$

2. If correcting ONLY PART of the PO/TA, please provide the voucher information:

Voucher or Document ID	Line	Dist	Amount to be moved
			\$

TOTAL \$

FROM:

CHARTFIELDS								
FUND	BUD REF	DSGC	DEPT ID	ACCOUNT	CLASS	PROGRAM	PROJECT ID	ACTIVITY ID

Contract/Grant: Performance Date Start: End: Commitment Control Balance: \$

Check this box if the remaining PO balance needs to be liquidated after the correction is completed:
 Finalize PO line(s) after corrections

TO: *If moving to a different PO/TA Line, please provide* the new PO/TA Line: Dist:

CHARTFIELDS								
FUND	BUD REF	DSGC	DEPT ID	ACCOUNT	CLASS	PROGRAM	PROJECT ID	ACTIVITY ID

Contract/Grant: Performance Date Start: End: Commitment Control Balance: \$

Check this box if the new fund is not on the existing PO/TA:

New fund not on the existing PO/TA

Check this box 'if you know' that the correction will require asset fund adjustment:

Asset adjustment required

Authorizing Officer:

Date:

Phone:

FMD Approval:

Date:

Correction Entered by:

Date:

APVC: