

MSU-Billings Finance Expenditure Correction Request Form

(Do not include payroll or budget corrections)



To: Financial Services

Dept: _____

Phone: _____

Email: _____

Name of Requestor: _____

Fund Controller Approval: _____
Signature _____ Date _____

Grants & Contracts Approval: _____
Signature _____ Date _____

Please make the following corrections: (Attach additional sheet if needed)

Current Coding			Original doc # and date		Transaction Description	Amount	Requested Coding		
Index	Account	Activity	Doc. #	Date		Amount	Index	Account	Activity

Justification for correction: _____

*****PLEASE REMEMBER TO ATTACH BACKUP DOCUMENTATION TO ALL REQUESTS*****

Note: Per Federal/State guidelines, transfers and/or corrections involving a Grants & Contracts account must be supported by a full justification for said transfer and/or corrections and made within 90 days of the original charge.

If you have any questions on how to complete the form, please call the Financial Services office at ext. 2131.

Please forward the completed form to the Financial Services office in McMullen Hall Room 309.