

DEPARTMENT ERROR CORRECTION FORM

(For Non-Payroll Transactions)

321 Ingram Hall Auburn University, AL 36849-5161

DEBIT FUND NAME: _____
 DEBIT ORGANIZATION NAME: _____
 CREDIT FUND NAME: _____
 CREDIT ORGANIZATION NAME: _____
 DEPT. REQUESTING CORRECTION: _____

Building: _____ Phone: _____

DATE PROCESSED: _____

(SHADED AREAS FOR BUSINESS OFFICE USE ONLY!)

DEBIT				JOURNAL TYPE	MM/DD/YY	REFERENCE NO.	AMOUNT TO BE TRANSFERRED	VOUCHER NUMBER	CREDIT			
Fund	Org	Account	Program						Fund	Org	Account	Program

PLEASE COMPLETE A SEPARATE FORM FOR EACH DOCUMENT REQUIRING CORRECTION(S). Attach a copy of the document (voucher, etc.) with all backup that pertains to this expenditure. NOTE: Expenditures over 90 days old cannot be transferred.

Please complete ALL blanks; type "NA" if the blank does not apply: (NOTE: FGIBDST is the detailed transactions portion of the monthly organization printouts.)

*1. Description: Enter the date of original transaction (month/day/year) from FGIBDST; and Ref. No. for the expenditure to be transferred _____

2. "REV/EXP" Amount _____; and Journal Type _____

3. Direct Charge Unit, if applicable, e.g., Univ. Bkstr., Printing, etc. _____

4. Property Control No. (If expenditure is a component to existing equipment, please enter the Property Control No. for the existing equipment.) _____

5. JUSTIFICATION for the transfer (required by Federal regulations):
 a. How did the error occur? (Please check the applicable statement, or check "Other" and give the explanation.)
 Used FUND for wrong budget period of multi-year grant or continuing contract.
 Transposed digits in a FOAP element.
 Used wrong account code, organization code is correct
 An element of the FOAP was keypunched wrong in the central Business Office.
 OTHER: _____

b. What is the product or service that is being transferred? _____

c. If the "FOAP to Be Charged" is a contract/grant or Federal appropriation, was this product or service used for the direct benefit of that project? Yes No NA

BUSINESS OFFICE USE ONLY

Prepared By Department _____ Date _____

Approved by Contracts & Grants Accounting (if C/G accounts are involved) _____ Date _____
 or Financial Reporting (if non-contract/grant accounts): _____

Approved by Department _____ Date _____

_____ Date: _____ Other Approvals _____ Date _____