



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 JPMorgan Chase. 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 transaction only)	Amount
Fund	Org	Acct	Prog	Actv	Fund	Org	Acct	Prog	Actv					
Acct. Desc:					Acct Desc:									
Acct. Desc:					Acct Desc:									
Acct. Desc:					Acct Desc:									
Acct. Desc:					Acct Desc:									
Acct. Desc:					Acct Desc:									
Acct. Desc:					Acct Desc:									
Acct. Desc:					Acct Desc:									
Total Requested														

Explanation:

Requested by: _____
(Please Print)

 Date

 Ext.

Approved by: _____
 Account Sponsor/Financial Manager

 Date

Office Use Only:
Completed by:
Document Code:
Posting Date:

Completed form should be routed to Accounting, Administration 125.
 For questions or assistance, please contact the Business Affairs main line at extension 2160 and ask for Accounting.