## PCard Expense Correction Request

Where expense(s), in BANNER, is currently located:

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<td>Org #</td>
<td>Account</td>
<td>Activity Date</td>
<td>Vendor Description</td>
<td>Amount</td>
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Where expense is to be moved to:

(If "S" org, route request to Student Affairs for approval)

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PCard holder signature ____________________________ Date ____________

Financial manager signature authorizing expense ____________________________

**Instructions:**
1. Fill out information requested
2. Get appropriate signature(s)
3. Email completed form to pcard@uco.edu

**Please send separately from monthly statement.**

**NOTE** corrections must be submitted no later than the statement due date of the billing cycle the expense occurred in no corrections will be made for previous fiscal years

Form last updated March, 2017