



PCard Expense Correction Request

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

1.	_____	_____	_____	_____	_____
	Org #	Account	Activity Date	Vendor Description	Amount
2.	_____	_____	_____	_____	_____
	Org #	Account	Activity Date	Vendor Description	Amount
3.	_____	_____	_____	_____	_____
	Org #	Account	Activity Date	Vendor Description	Amount
4.	_____	_____	_____	_____	_____
	Org #	Account	Activity Date	Vendor Description	Amount
5.	_____	_____	_____	_____	_____
	Org #	Account	Activity Date	Vendor Description	Amount

Where expense is to be moved to:

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

_____	_____
Org #	Account
_____	_____
Org #	Account
_____	_____
Org #	Account
_____	_____
Org #	Account
_____	_____
Org #	Account

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