Expenditure Correction Form Instructions

The Expenditure Correction Form is required to initiate a correction transaction for accounting entries in FAMIS. Includes corrections for account changes (partial or whole amount), for object code corrections (partial or whole amount) on Purchase Vouchers, Travel Vouchers, T-Card and P-Card. You can correct local-to-local accounts. State to local or vice versa are not allowed. Submit the Expenditure Correction Form by the 25th for processing in current month. Please complete all of the information on the form and submit with the required backup documentation. Contact us at ap@tamuk.edu if you need assistance.

Section 1

TO: Check the appropriate box
- Accounting Services – non restricted accounts
  (1xxxxx; 200000-215999 and 216000-269999)
  (310000-319999 and 320000-399999)
  (4xxxxx non-grant restricted accounts)

- Grants & Contracts – all restricted accounts
  (4xxxxx; 5xxxxx)

DATE: The date of your request.

DEPT: The name of the department.

MSC: The mail stop code for your department.

RESP. PERSON: The name of person responsible for the account.

SIGNATURE: The signature of the responsible person of the account.

PHONE: The telephone number for the contact person.

Section 2

Voucher Number (Ref 2)*:*
Numeric number on FAMIS Screen 23 Reference 2 column

Check Number
Check number located on FAMIS Screen 168

Bank Number
Bank information on FAMIS Screen 23; Change Bank Option from N to Y and the bank number will appear on the Bank Column

Old Account # and Object Code
List the account number that the transaction appears on and the object code

New Account # and Object Code
List the account number that the transaction should be charged to and the object code.

Amount of Correction
Indicate in this column the amount that is to post to the new account.

Section 3

This is to be used for the Office of Finance & Budget Only.

Required Documentation

➤ **Include FAMIS Screen 23 that shows where the transaction originally was charged.**

➤ **Include correspondence that explains the reason for the request (emails, memos, signatures, etc.) and indicates approval from all involved departments.**