

Procurement Card Correction Form Instructions

The Procurement Card Correction Request form is used to correct procurement card transactions that were inadvertently charged to the wrong fund or account code. [The form may be submitted in hardcopy form to University Accounting, 304 WH, or by email to charles.e.mccoy@okstate.edu.](#)

The fund/account that was originally charged should be credited. The chart code, fund code, and account code should be provided with a "Credit" (C) indicator.

The fund/account where the department wants to move the charge should be debited. The chart code, fund code, and account code should be provided with a "Debit" (D) indicator.

The amount, cardholder name, vendor name, transaction ID, and the transaction date should be provided.

The form should be signed and dated by the authorized procurement card approver. If submitted by email, the form should contain the name of the requesting employee and submitted from that employee's email account.

Additional signatures may be required if plant funds (fund codes beginning with '7') are being charged or equipment account codes are used.

This form should not be used for ledger 5 (Grants & Contracts) fund codes. Ledger 5 corrections should be made using the approved GCFA Retroactive Cost Transfer Form.

Attach a copy of the FGRODTA report (Banner Organization Detail Activity) or the Banner screen print showing the transaction on the incorrect fund/account.