

P-Card Correction/Modification Form

Southern Illinois University Edwardsville

Note: This form can only be used to make corrections to the budget purpose or the object code.

Transaction Information:

Complete a separate form for each P-Card transaction number. All fields must be completed.

What is the budget purpose as it was entered?

Fiscal Officer/Delegate Signature

What is the correct budget purpose?

Fiscal Officer/Delegate Signature

What is the object code as it was entered?

What is the correct object code?

What is the P-Card transaction number?

What is the date of the transaction?

What is the amount of the transaction?

List the reason for this correction here and please attach a copy of the transaction from Payment Net.

Contact Name: _____

Box Number: _____

Department: _____

Email: _____

Phone Number: _____

ORP/Grant approval _____

Obtain Fiscal Officer/Delegate and any additional digital signatures, save and attach (along with a copy of the transaction from Payment Net) to an email and send to: adminaccounting@siue.edu

For Questions, please call Admin Accounting at 650-2585.