

Kennesaw State University
Office of Fiscal Services

Voucher Correction Form

This Voucher Correction Form is to be used only to correct a voucher already processed. Please do not use this for a journal entry. **Please submit by e-mailing this form to vendor@kennesaw.edu.** Fill in the following information for the voucher that you are correcting.

For A/P Use Only
Voucher:
Date:
Invoice #:

Original

Voucher No.: _____ **Invoice No.:** _____ **Vendor:** _____ **Vendor ID:** _____

Paid as: The original voucher information will be filled in "paid as:".

Account	Fund	Dept ID	Program	Class	Budget Period	Project/Grant	Amount
<i>Enter only funding lines affected by this change</i>							
Total Adjustment Amount to "Paid as:"							-

Change to: The correcting data will be filled in the "change to:" fields with the corrected budget information.

Account	Fund	Dept ID	Program	Class	Budget Period	Project/Grant	Amount
Total Adjustment Amount to "Change to:"							-

Total Amount of Expenditure Change 0.00

Note: All approvals are required before corrections will be processed.

Approving Dept. Mgr
(if crossing departments:) _____

Approving Grant Mgr
(for Grant Project ID) _____

Prepared by: _____

Contact Person: _____

Justification: _____

Special Instructions: When the correction involves more than one line on a voucher, make a snapshot of each Line Information and Charges panel, make a note on the snapshot of the amount to be changed, and attach with this form.