

COA Correction Form - DO NOT use for P-Card reclassification

Invoice #	Invoice Date

Supplier Name

TO								
Description								
Amount	Entity	Acct	Fund	Org	Category	Program	Activity	Location
\$ -	TOTAL							

****Only use the POETAF columns below if the expense relates to a Grant or Project****

Description							
Amount	Project	Org	Exp Type	Task	Award	Fund Source	
\$ -	TOTAL						

FROM								
Description								
Amount	Entity	Acct	Fund	Org	Category	Program	Activity	Location
\$ -	TOTAL							

****Only use the POETAF columns below if the expense relates to a Grant or Project****

Description							
Amount	Project	Org	Exp Type	Task	Award	Fund Source	
\$ -	TOTAL						

Department Approval

Requester Signature	Print Name	Extension	Date
Budget Approver Signature	Print Name	Extension	Date

AP Use Only

Entered By	Date