

AG-201PV (10/2012)



Texas A&M AgriLife  
Administrative Services - Disbursements

## Purchase / Travel Voucher Correction Request Form

**06 - Texas AgriLife Research**

**07 - Texas AgriLife Extension Service**

**20 - TVMDL**

To: Disbursements

**Preferred Delivery Method:** Submit via Laserfiche  
WIP – Disbursements Folder - Corrections

**From:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Department)

Please correct the following expenditure(s) as indicated. The expenditure(s) was/were incurred for the benefit of account \_\_\_\_\_ and should have been charged there initially.  
(Part / Account)

**Incorrect Account Charged:**

Part	Account	Support Account (project number)	Expense Subcode / Object Class Code	Dollar Amount
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**Correct Account To Be Charged:**

Part	Account	Support Account (project number)	Expense Subcode / Object Class Code	Dollar Amount
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**Detailed Breakdown of Amount Incorrectly Charged:**

Date	FAMIS Ref #2	Payee Name	Dollar Amount
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**Total:**

**Reason / Justification for Purchase / Travel Voucher Correction(s):**

Unit Head Recommendation

Administrative Services Approval

Date Signed

Date Signed