



Accounting Correction Request

Write the transaction as it appears on FAMIS reports or screens:

Account Number	Object	Ref 1/P.O.	Ref 2
Description or Vendor		Date	Amount

Tell us what is wrong with the transaction.

How can we contact you?

Name and Department or Unit	Date	Telephone

***Please fax this form to the Budgets and Accounting Department at
(979)458-6644.***

Department/Unit Approval

Date