

## 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	Future	
									0000	
									0000	
\$ -	<b>TOTAL</b>									

**\*\*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
\$ -	<b>TOTAL</b>					

FROM									
Description									
Amount	Entity	Acct	Fund	Org	Category	Program	Activity	Location	Future
									0000
									0000
\$ -	<b>TOTAL</b>								

**\*\*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
\$ -	<b>TOTAL</b>					

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

AP Use Only	
Entered By	Date