



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
Grants & Contracts  
Sponsored Project Expenditure Correction Request Form

PI/PD \_\_\_\_\_  
Department \_\_\_\_\_  
From PROJECT #: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Date: \_\_\_\_\_  
To PROJECT #: \_\_\_\_\_

Accounting Date	Document ID	Vendor Description	Account	Account Description	Amount
Total Amount of Corrections					

How is the expenditure allowable and allocable based on the terms and conditions of the new project?

Why was this expenditure charged to the incorrect project (i.e. typo, account had not been set up, etc)

If the Expenditure Correction is being requested more than 90 days after the original transaction date, please explain why the expenditure is being requested. The request will require Division VP / Dean and Director of Grants and Contracts approval.

\_\_\_\_\_  
Division VP or Dean (approval required if more than 90 days)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsored Accountant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Grants and Contracts (approval required if more than 90 days)

\_\_\_\_\_  
Date

By approving this request, I, the Principal Investigator/Director, certify that the expenditure to be corrected is an appropriate expenditure for the sponsored grant or contract charged and that the expenditure complies with the terms and conditions of the sponsored grant or contract.

\_\_\_\_\_  
PI/PD - Account to receive new charge

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI/PD - Account to be corrected (credited)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date