



# Expenditure Credit Form

Original  Correction

See directions below for correction forms.

Cashier's Office  
Carruthers Hall

From: \_\_\_\_\_  
(Department/Activity)

\_\_\_\_\_  
(Complete Messenger Mail Address)

Receipt #: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

### Additional Information

Expenditure Credit Procedure

Expenditure Credit Policy

Revenue and Collections

Office of Sponsored Programs

Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: These webpages may open up in the same browser window. Use your "Back" button to return to this form.

Vendor Name: \_\_\_\_\_

Check Total: \_\_\_\_\_

\*Date of Transaction: \_\_\_\_\_

Cash Total: \_\_\_\_\_

\*Reference Number: \_\_\_\_\_

Total Amount: \_\_\_\_\_

\*Principle Investigator: \_\_\_\_\_

\*These fields are only required for "G" Awards

Project	Task	Award	Expenditure Type	Org

### Instructions

This form should be used to deposit funds received as a Reimbursement to a University project/task/award combination, where the initial disbursement was for University business, and the funds are returned by the original recipient of the payment OR the funds are the result of a joint activity with another organization. For more information on the use of this form, please see the policy and procedure.

This form should NOT be used for depositing funds that are considered to be gifts, payments for contractual services, or payments for the sale of goods and services (even if sold at cost).

If this is a **correction** from a previous deposit to a revenue or other GL account, attach a copy of the original deposit form or Journal Entry. If this is a correction from a previous Expenditure Credit deposit to the wrong PTAE0, attach a copy of the original Expenditure Credit form.

For expenditures reimbursements being **credited to Sponsored Program PTA's** (award numbers begin with a "G"), it is critical that the reimbursement be returned to the original grant from which it was paid. In order to comply with sponsor regulations, the following information **MUST** be provided in order to process these expenditure credits: the date and reference number of the original transaction and a brief explanation describing the reason for the credit.