

Correcting Document - FV50 Explanation Form

FROM		TO	
Grant(s)/PI:		Grant(s)/PI:	
WBSE(s):		WBSE(s):	
Project Period:		Project Period:	
Project Title:		Project Title:	
Available Balance/Date:		Available Balance/Date:	

**Multiple grants/accounts should be numbered, for example: 1), 2), etc.*

Original Document Information (document number, date, amount):	
Explanation: Must clearly show - 1) Why & how error occurred, 2) Allowability & allocability, 3) Reason for correction, 4) Timeliness	

***** Note: The explanation must be clearly and carefully worded so that regardless of the passage of time, a person unfamiliar with the situation can fully understand why and how the error occurred, understand the corrective action, and find it appropriate.**

Preparer: Signature		Date:	Pre-Auditor: Signature		Date:
Print		Phone:	Print		Phone:

PI Certification that project received the described expense and correction is proper.					
Business Mgr.: Signature		Date:	PI Signature		
Print		Phone:	Print		Date: