Correcting Document – iLab (one invoice per correcting document)

Document Number (SAP)		Invoice Number (iLab)	
PI		Date of Original Charge	
Date of Billing		Amount of Charge	

FROM		TO	
Grant(s)/PI:		Grant(s)/PI:	
IO(s)/WBSE(s):		IO(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.

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. Each invoice requires it's own iLab JV.

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:**

October 2021