



## ProCard Corrections Request Form Rev.2, 04.01.26

This Corrections Form is required to initiate a change to ONECard account entries in Colleague.

Please complete all sections of this form and submit with any supporting documentation to [procard@wtamu.edu](mailto:procard@wtamu.edu).

Please allow up to 30 business days for your request to be processed.

**Reminder: Account corrections can only be made within 30 days of the transaction date. After that date, you must contact the Budget Office for assistance.**

Please fill out completely	
Today's Date:	
Date of Transaction:	
Name on the Card:	
Last four numbers of the card:	
Requestor:	
Phone Number:	
Correction Justification:	
<b>Cardholder Actions Required:</b>	<ol style="list-style-type: none"> <li>1. Send this completed signed form via email to the ProCard Coordinator and request they open the incorrect transaction(s) in U.S. Bank.</li> <li>2. Cardholder must enter the correction by re-allocating the transaction to the correct account number and/or Object Code, and note in the description the time and date of the correction.</li> <li>3. Attach and Upload this Correction Request form along with the originally uploaded documents that were attached to the allocation.</li> <li>4. The corrected allocation must have the Reviewed box checked by the cardholder and the Approved box checked by the group approver.</li> <li>5. Notify the ProCard Coordinator via email that the allocation has been corrected and is ready for verification and processing.</li> </ol>
<b>Cardholder Signature:</b>	
	* As the Designated Final Approver I attest that I will check and approve this correction and verify this document is uploaded along with the original documents.
<b>Approver Signature :</b>	
Date Expense Posted or BSR Number:	
Amount:	
Account number and object code expense posted to <b>(ACCOUNT TO REIMBURSE) :</b>	
New/correcting account number <b>(ACCOUNT TO BE CHARGED):</b>	
Merchant Name:	
Is the W9 on File?	
Is the Vendor Hold Search attached to the allocation?	
If the transaction is moving to a state funded account the W9 must be in the W9 folder.	
If the transaction is >\$500 the vendor hold search must be attached to the original allocation.	