

**ProCard Correction Process Change Notice**

An immediate change has been made to the ProCard correction process as a result of system audit findings regarding transaction approvals within Citibank.

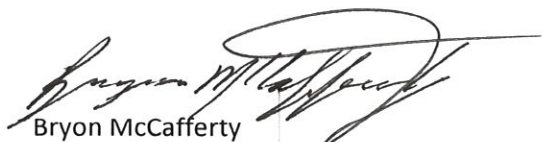
Starting on 05/27/2025, all allocations within Citibank must be corrected by the cardholder and approved by the assigned group approver as the system within Citibank notes time, date, and identification of those approving transactions and this cannot be completed by the ProCard Coordinator as they are not the assigned approving authority.

The attached correction form must be completed and attached to the original receipt, along with any other documents that were uploaded to the original allocation, and re-uploaded to Citibank.

The Review Box must be checked by the Cardholder prior to saving the changes and the Approval box must be checked off by the assigned group approver.

To begin the correction process please send a completed and signed copy of the attached correction form to the ProCard Coordinator, at [procard@wtamu.edu](mailto:procard@wtamu.edu), they will unlock the transaction in Citibank in order for the cardholder and approver to gain access and make the required changes. Once the corrections are completed send a follow up email to notify the Procard Coordinator that the correction has been made and is ready for verification and processing.

Thank you for your attention to this matter.



Bryon McCafferty  
Director Purchasing and Contracts  
WTAMU Box 61001  
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## ProCard Corrections Request Form rev.1, 5/25

This Corrections Form is required to initiate a change to ProCard 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 60 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 CitiBank.</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 Group 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 (ACCOUNT TO REIMBURSE) :	
New/correcting account number (ACCOUNT TO BE CHARGED):	
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.	