

**Subject:** Finance: "Did you know...."  
**Date:** Tuesday, October 8, 2019 11:35:00 AM  
**Attachments:** [Copy of CVI Correction form.xls](#)

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There is a campus vendor invoice correction form to use when moving mailing, telecommunications, and facilities management charges to another fund.

This form is to move charges from one state fund to another state fund. If any of the charges are being removed or added to a grant fund then you do NOT use this form.

You will complete the excel form, print it off, and send it to 304 WHT along with a copy of the FGRODTA banner e-print report showing the charge. If any of the funds are managed by the A&S Business office, such as startup funds, then please provide them with a copy.

Attached is a copy of the cvi correction form. If you have questions or need assistance completing it let me know.

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