

Department Error Correction (DEC) Policy

[Department Error Correction Form](#) (DECs) are prepared to correct an error on a FOAP. They should be submitted within 90 days of the original charge or they will be returned as unprocessed. If the correction is over 90 days, a BCO can be prepared to correct the error.

The form(s) needs to be filled out in its/their entirety, including, but not limited to, proper names from the hierarchy charts, date of original charge, reference number, and reason for the correction.

Also, proper backup documentation should be attached. This should at least include a screen shot of the original charge on the incorrect FOAP and a copy of the original charge. It should be approved by appropriate personnel other than the one who prepared it.

DECs need to be printed on white paper. Due to the Business Office's new scanning procedure, the form(s) must be printed on white paper or they will be returned. The DEC form can be found on the [Financial Reporting website](#) and needs to be mailed to Financial Reporting 321 Ingram Hall when completed, unless it involves a Contract and Grant FOAP. If a Contract or Grant FOAP is involved, the form(s) need to be mailed to Contract and Grants Accounting, 208 M. White Smith Hall.

Effective April 1, 2007, use journal type (rule class code) DEC.

ADOPTED: April 1, 2007