**REQUEST TO ADD FUNDS TO CONTRACT**

**DUE TO CANCELED CHECK or CHECK REFUNDED BY VENDOR**

When a check to a vendor is canceled or when the vendor refunds moneys payed through a contract, an agency requires that the funds be returned to the contract. State Purchasing can adjust the funds in FINET to allow access to all the funds with proper documentation. Because moneys are returned, the adjustment in FINET does not adjust the amount allowed by the contract.

If there is a canceled warrant, this form is not used, instead “Canceled/Refunded Check Form” must be used.

The agency will complete this document and gather the required supporting documents. All documents will be sent to purchasingcontracts@utah.gov. The contract number must be in the subject of the email. Requests that are missing information or documents will be returned to sender.

Agency must include the following attachments with their email request:

1. Copy of the original invoice as signed by management;
2. Copy of the PRC that proves that the payment was made against the contract; and
3. Copy of the warrant cancellation form, if applicable.

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| State Entity | Click here to enter text. |
| Name of Individual Supplying Information | Click here to enter text. |
| **INFORMATION ABOUT THE CONTRACT AGAINST WHICH THE PAYMENT WAS MADE (incorrect contract)** |
| Contract # | Click here to enter text. |
| Vendor | Click here to enter text. |
| Purpose of Contract | Click here to enter text. |
| End Date of Contract | Click here to enter text. |
| Contract Spending Limit | Click here to enter text. |
| Available Amounton Contract in FINET | Click here to enter text. |
| **INFORMATION ABOUT THE PAYMENT** |
| If this payment went through a DO, supply that number | Click here to enter text. |
| PRC number of payment | Click here to enter text. |
| Warrant number for the payment | Click here to enter text. |
| Dollar Amount of the Warrant | Click here to enter text. |
| Why was the check canceled or refunded? | Click here to enter text. |
| Will the department need to cut another check for the same invoice? | Click here to enter text. |
| What does the agency want Finance/State Purchasing to do in order to fix the error?[Example: We need State Purchasing to increase contract #156230 by $1,500 to make available the fund from canceled check.] | Click here to enter text. |

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| **TO BE COMPLETED BY STATE PURCHASING** |
| I have reviewed the request and accompanying documentation and recommend moving forward with the agency’s request. Approval to Move Forward: Date:  |