**REQUEST TO CHANGES IN FINET**

**FOR PAYMENTS MADE ON WRONG CONTRACT**

When an agency’s accounting department makes a payment against the wrong contract, an agency will not have enough funds in the contract to complete the scope of work. State Purchasing can adjust the funds in FINET to allow access to all the funds; however, the two contracts involve must be adjusted equally. 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. A copy of both contracts’ Master Agreement Detail Report which shows all expenditures made through the contract. Location: <http://finance.utah.gov/datawarehousemain.html>. Click Cognos/FINET. Sign in and click “Procurement – A640, EP Reports, MA Reports.” Then click, “MA02D – Master Agreement Detail Report – Expenditures”;
3. Copy of the PRC that proves that the payment was made against the wrong contract/PO.

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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. |
| If there is a DO for this contract, supply that number  | Click here to enter text. |
| **INFORMATION ABOUT THE CONTRACT AGAINST WHICH THE PAYMENT SHOULD HAVE BEEN MADE (correct 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 Amount on Contract in FINET | Click here to enter text. |
| If there is a DO for this contract, supply that number | Click here to enter text. |
| **INFORMATION ABOUT THE PAYMENT** |
| Dollar Amount of the Invoice  | Click here to enter text. |
| PRC number of payment | Click here to enter text. |
| Warrant number of payment | Click here to enter text. |
| What caused the payment error? | Click here to enter text. |
| Was the check returned to the State? [If so, the “Canceled/Refunded Check Form” should be used.  | Click here to enter text. |
| Will the department need to cut another check? | 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 the $5,500 and decrease contract 166250 by $5,500 to correct the payment error.] | 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:  |