



**EMAIL TO ARADJ@USF.EDU**

**Billing Correction – Non-Sponsored/Commercial**

No Handwritten Requests Accepted

Date of Request MM/DD/YYYY	
Billing Department	
Fast Customer ID Number	
Fast Invoice ID Number	
Line Number(s) to be corrected	
Charge-Code/Identifier	
Quantity	
Unit Price	
Full Credit or Partial Credit?	
Tax Code	
Tax Exempt	
Exempt Certificate	
Record UBIT Amount	
Requestor Name	
Contact Phone Number	
Accountable Officer/Accountable Officer Designee	
Accountable Officer/Accountable Officer Designee Signature <sup>1</sup>	

**JUSTIFICATION**  
**\*REQUIRED\*<sup>2</sup>**

Justification:

<sup>1</sup>Docusign may be used to sign. Do NOT submit to aradj@usf.edu from docusign. Sending requests by docusign to the aradj@usf.edu help desk will not be accessible by the AR Office.

<sup>2</sup>The justification should be detailed enough for the Central AR Office to understand the reason for the request. Additional notes for the correction may also be entered here to assist the Central AR Office with completing your request.