



Request for Reversal or Corrections to Cleared SERVS Transactions
General Information and Instructions

The "Request for Reversal or Corrections to Cleared SERVS Transactions" form may be used to correct cleared reimbursement request transactions in SERVS Financial. Upon completion, please return this form and repayment to the MDE contact address listed above.

If your correction will require adding a new object code line item to your budget, please coordinate with the MDE Primary contact person and ensure that the expense is allowable under the UFARS restricted grid for this finance code.

Completing the form:

- Each organization may submit one form per day.
- This form must be signed and submitted by the Business Manager or equivalent.
- Each form may contain corrections to as many separate transactions as necessary.
- To add more rows for additional corrections, you may insert rows between rows 45 and 55.
 - [View Microsoft Support Instructions for assistance with inserting rows into an Excel 2007 spreadsheet.](#)
 - [View Microsoft Support Instructions for assistance with inserting rows into an Excel 2003 spreadsheet.](#)
- Do not type or make changes in the gray shaded boxes within the tables below.
- The *italicized* text is instructions for the individual completing this form and should be deleted, replaced with applicable information or responses prior to submitting a completed form.
- Do not type in row 6 or in the last two rows of the form. The formulas built into these rows will help to clarify whether the corrections you enter into the form are valid and whether a repayment check is required.
- The information in the "Reason for Correction" field will be entered into the description field of the manual correction transaction completed by MDE staff. The transaction description is limited to 80 characters, including spaces. This description field should be used to describe the reason for each correction or the expenses that the funds will be covering after the correction is complete. Any characters over the limit of 80 will not be included in the description of the manual correction.

Corrections that require repayment:

- Repayment must be submitted only when cumulative corrections do not equal zero.
- Forms that require repayment should be submitted to MDE only by U.S. Mail with the repayment check, a duplicate copy of the form should not be submitted by email.
- If a repayment check is required, mail a copy of the completed form with the check to:
*Administrative Services
Agency Cashier
1500 Highway 36 West
Roseville, MN 55113-4266*
Checks payable to: *Minnesota Department of Education.*

Corrections that do not require repayment:

- Forms that do NOT require repayment should be submitted electronically with a signed PDF document to mde.servsfinancial@state.mn.us.
- When submitting a form by email, please title the files with your Organization number, district type, year, month, date and the title of the document.
 - Example: "625-01_20100720AuthorizedSignature.pdf" and "625-01_20100720TransactionCorrectionSpreadsheet.xls"

For assistance with questions, please contact the MDE Primary Contact person listed in SERVS Financial for the finance code you are working with, mde.servsfinancial@state.mn.us or 651-582-8500.