

Correction of Charges

CAN Corrections

The Lab should work with their AO when a questionable CAN charge is identified.

OFM Contacts for CAN Flips are as follows:

- ✓ Central Services & SSF – Sunmola Atolagbe
- ✓ Purchase Orders (NBS) – Lisa Hershman
- ✓ Travel Corrections (NBS) – Karen Allen
- ✓ Payroll Corrections – Vonda Vaughn
- ✓ Fellowship Corrections – Nellie Dennison
- ✓ Purchase Cards, Training, and Misc. – Lisa Hershman

A list of current contacts can be found at <http://mynci.cancer.gov/admin/budgets/can-contracts>

When submitting CAN changes, a copy of the SOFiE report must be attached to a brief memo describing the details of the correction. All CAN Flip memos must be routed through your AO. End of year procedures may change slightly and CCR will notify us of these changes. A Sample memo is attached for your use.

Center Number Corrections

Center Number corrections should be submitted through the AO to Cynda Burkett at burkettc@mail.nih.gov. Please include a cost status report and any other relevant backup documentation.

Payroll Number Corrections

When a CAN change is required for an FTE, the request does not get processed through HR. Instead, a Payroll Number Correction Form HHS-478 is completed by the ARC and sent to Vonda Vaughn in OFM's General Ledger Branch. The Timekeeper as well as the Card Certifying Official will need to sign the form.

Vonda Vaughn
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