

# Stockton University

## YEAR END EXPENDITURE ADJUSTMENT REQUEST

- Goods received and services performed by close of business on June 30 (of current F.Y.)
- NOT invoiced by the Year End deadline

### **DEADLINE FOR SUBMITTING :**

- Must be received in **ACCOUNTS PAYABLE** by the date mandated on the Administration and Finance year end memo
- Attach all necessary documentation: Invoice, Billing, Proof of Delivery, Original receipts etc.
  - **Budget must be sufficient to process direct pay.** NSF documents will be charged to the next fiscal year budget.

Department Name \_\_\_\_\_ Extension \_\_\_\_\_ Date \_\_\_\_\_

Banner Fund \_\_\_\_\_ Org \_\_\_\_\_ Acct \_\_\_\_\_ Program \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ VENDOR BANNER # Z \_\_\_\_\_

(Use a separate form for each request)

Purchase Order      PO# \_\_\_\_\_      Direct Pay      I# \_\_\_\_\_

Pcard Transaction      TXN \_\_\_\_\_      Expense Report      ID# \_\_\_\_\_

Amount \$ \_\_\_\_\_

**By completing this document: I certify that the above goods have been physically received and/or services have been actually performed by close of business June 30. (Current fiscal year)**  
**Any questions, contact Accounts Payable at extension 4271**

Approved by Budget Unit Manager \_\_\_\_\_