Instructions for Year End Accruals Form  
(Non-Payroll)

Each accrual requested must be supported by "third party" documentation that validates the request.

Accruals CANNOT be made merely from remaining balances.

Examples:

1. Packing slip (for items not going through Shipping and Receiving) which shows dollar amounts;

2. An average of previous expenditures (maintenance, phone etc.) for recurring monthly expenses;

3. Estimated intent to bill received from the vendor.

To streamline this process it would be helpful if the different types of accruals were on different sheets. (i.e.: PO's, BO's, Subcontracts, No PO's & Travel)

Please send completed accrual forms to Angie Yarbrough - PS.

Note: For submission of Subcontract Accruals please coordinate with your contract's representative