**Year-End Accrual Form (P-Card)**

Angie Yarbrough  
Attention  
Requestor's Name  
Accountant Approval  

*Each accrual requested must be supported by “third party” documentation that validates the request. Example: packing slip (for items not going through Shipping & Receiving) which shows $ amounts; an average of previous expenditures (maintenance, phone etc.) for recurring monthly expenses; an estimated intent to bill received from the vendor; etc. Accruals CANNOT be made merely from remaining balances.*

PLEASE FILL IN ALL APPLICABLE AREAS FOR EACH TYPE ACCRUAL

<table>
<thead>
<tr>
<th>Accrual Amount</th>
<th>PEID</th>
<th>ACCRUAL</th>
<th>Order Ref.</th>
<th>Invoice Number</th>
<th>Description of Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>V33089</td>
<td>CXXXXX</td>
<td>Employee: 0XXXXX</td>
<td>Vendor: VXXXXX</td>
<td>Account Key</td>
<td>Object Code</td>
</tr>
</tbody>
</table>

Comments:

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Submission Deadline: Refer to FYE Calendar