Tennessee State University
Fiscal Year-End Accrual Request Form (Fillable)

Purpose: Used by departments to notify Accounting of goods or services received on or before June 30 when the invoice has not yet been processed.

Department Name:

Prepared By:

Email:

Phone:

Date Submitted:

Vendor Name:

Purchase Order Number:

Contract Number:

Invoice Number:

Description of Goods or Services:

Date Goods/Services Received:

Estimated Amount:

Fiscal Year:

FOAP (Fund / Org / Account / Program):

Supporting Documentation Attached:

- ☐ Purchase Order
- ☐ Receiving Documentation
- ☐ Contract or Agreement
- ☐ Vendor Communication
- ☐ Estimate or Quote

Department Representative Name:

Signature:

Date: