

# PSU Request to Accrue Accounts Receivable

## Fiscal Year ended June 30, 2018

- > *This form to be completed only after the Cash Close*
- > *Must be received at the Cashiers Window by 5 PM, Thursday, July 5th, 2018*
- > *Large volumes of receivables and contracts need to be delivered in hard copy*
- > *Must attach complete documentation: copy of invoice and signed contract*
- > *Contracts must be signed by all parties by June 30 in order to be accrued*
- > *Pledges will not be accrued as accounts receivable*
- > *We must reasonably expect to receive payment within 90 days of June 30 FYE close*
- > *All accrued accounts receivable will be reviewed by UFS for validity and reasonableness*

Requested by \_\_\_\_\_ Date \_\_\_\_\_  
 Email \_\_\_\_\_ Ext. \_\_\_\_\_

Services provided to/Date of Services provided/Description of Services provided:  
 \_\_\_\_\_  
 \_\_\_\_\_

Explanation of why funds were not collected/deposited by June 30:  
 \_\_\_\_\_  
 \_\_\_\_\_

### Journal Voucher information

JV Description: ACCRD AR- \_\_\_\_\_ (up to 30 characters max)

	<u>Index</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Actv</u>	<u>Amount to Accrue</u>
1						CR	
2						CR	
3						CR	
4						CR	
5						CR	
Total							_____

**\*Dean's Office Approval:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### For University Financial Office use only:

Accr AR	_____	A3802	DR	_____
			Control Total	_____
Request Approved by	_____			
JV Type	3ARN		Date	_____
Journal Voucher #	_____			
Department notified	_____			
Reversing JV #	_____			Date _____