

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 :

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-

o 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 #D

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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
