

Portland State University
 Request to Accrue Accounts Receivable
 Fiscal Year ended June 30, 2012

- > *This form to be completed only after the Cash Close on June 29*
- > *Must be received in the Business Affairs Directors Office by 5 PM, Tuesday, July 5, 2012*
- > *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 Business Affairs 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							_____

For Business Affairs Office use only:

Accr AR _____ A3802 DR _____
 Control Total _____

Request Approved by _____

JV Type 3ARN Date _____

Journal Voucher # _____

Department notified _____

Reversing JV # _____ Date _____