

# 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

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