



EASTERN
MICHIGAN UNIVERSITY

Expense Accrual Form

Form Definition: To record an expense that has been incurred, but not yet paid.	Prepared by:
Example: Catering Expense	
Always include backup (i.e. spreadsheets, invoices, etc.)	

Form Type	Expense Accrual
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Email to Org Financial Manager:	
Email to General Accounting Department: busfin_generalaccounting@emich.edu	

Date:	Example: Setting up an expense accrual for a catering expense incurred on 06/29/2019, but has not been invoiced or paid.	Department Approval
Control Totals:		

Enter an explanation *THIS FIELD IS REQUIRED*

Fund	Fund Description	Account Code for Expense	Acct. Description	Amount to Accrue Current Fiscal Year	Transaction Description

<i>(for internal use)</i>		Eastern Michigan JE No.
Add complete?	Not uploaded	