



EASTERN
MICHIGAN UNIVERSITY

Prepaid Expense Form

Form Definition: Prepaid expense that has been incurred, but not yet consumed.

Prepared by:

Example: PCard Travel

Always include backup (i.e. spreadsheets, invoices, receipts, etc.)

Form Type

Prepaid Expense

Email to Org Financial Manager:

Email to General Accounting Department: busfin_generalaccounting@emich.edu

Department Approval

Date:

Example: Booked a flight for a conference 7 months in advance

Control Totals:

Enter an explanation *THIS FIELD IS REQUIRED*

Fund	Org	Account Code to Remove Expense	Acct. Description	Amount to Prepay	Transaction Description

(for internal use)

Eastern Michigan JE No.

Add complete?

Not uploaded

