



**EXPENSE ACCRUAL FORM**

Form Definition To record an expense that has been incurred, but not yet paid.	<b>Prepared by:</b>
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<b>Step 1: Select Type of Form</b>	<b>Expense Accrual</b>
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Step 2:	EMAIL TO SUPERVISOR FOR APPROVAL
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Step 3	EMAIL TO FINANCE DEPARTMENT <a href="mailto:accounting@luc.edu">accounting@luc.edu</a>
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Date	06/30/17
Control Totals	\$ -

Example: Setting up an expense accrual for a catering expense incurred on 06/29/2017, but has not been invoiced or paid.

Accrue for Blue Catering Invoice for event held on 6/29/17, invoice will not be received by 6/30

Enter an explanation for this Expense Accrual Transfer  
**\*THIS FIELD IS REQUIRED\*** ➔

Accounting Unit (6-dig)	AU Description	Account (4-dig)	Acct Description	Increase Expense	Expense Accrual	Transaction Description (30 char. max)
190027	UNIVERSITY INSTITUTIONAL	2030	OTHER ACCOUNTS PAYABLE/ACCRUED		\$ 7,500.00	6/29 Blue Plate Catering
100001	OFFICE OF THE PRESIDENT	6321	FOOD SERVICE/CATERING	\$ 7,500.00		6/29 Blue Plate Catering

Provide Accounting Unit

Provide Expense Account

Provide Expense Amount

Provide Expense Amount

Provide a proper description for all lines

Provide name of preparer

Indicate reason for expense accrual

**Business Manager**

**Department Approval:**

SJ Description	
Reference #	
Rungroup	
Source Code	
Date	

<i>(for internal use)</i>		Add complete?	Not Uploaded	Lawson Auto JE No.
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- REMINDERS:**
- 1) Submit form to accounting inbox in Excel format ONLY
  - 2) Attach documentation that supports your expense accrual, if an exact invoice is not available, other documentation that shows how you arrived at the amount must be included
  - 3) Do NOT send an expense accrual form to General Accounting if you have already sent the invoice to Accounts Payable for processing