**FOR ACADEMIC SENATE FUND 19914**
REQUEST TO ACCRUE EXPENDITURES OR SERVICES, OF ANY VALUE, RECEIVED AS OF JUNE 30, 2005 BUT NOT YET PAID.
FUNDS EXPIRING JUNE 30, 2005

SUBMIT
To: T. Kirkman - General Accounting
10920 Wilshire, 5th floor
143348

Date: __________________________
Department: ______________________
Prepared by: _____________________

NOTE: This form is to be used only for items where an invoice could not be submitted to Accounts Payable by the July 1 deadline, or expected charges that have not been posted to the June ledger as of July 08. If you have submitted the invoice to Accounts Payable marked to be paid as "June 30, 2005 business", do not submit this accrual request. Once this document has been submitted, the associated invoice will need to be annotated with "ACCRUED 2004-05" when submitted for payment.

Submit "Request to Accrue" by Tuesday, July 12 but not before reviewing the "On-line Financial System Reports - General Ledger" or "OASIS - GL inquiry" to verify that listed items have not been paid.

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<th>VENDOR OR PAYEE</th>
<th>INVOICE NUMBER</th>
<th>LOC</th>
<th>Account</th>
<th>CC</th>
<th>Fund</th>
<th>Project</th>
<th>Sub</th>
<th>Object</th>
<th>Source</th>
<th>Description</th>
<th>Reference/Purchase Order</th>
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EXPLANATION: The above expenses were incurred for goods received or services rendered prior to July 1, 2005, for invoices that could not be submitted in time to appear in the June 30, 2005 "PRELIMINARY" General Ledger Expenditures Statement, FS0100, please record them as 2004-05 transactions.

Authorized Signature/Phone Number