

EASTERN MICHIGAN UNIVERSITY

PREPAID EXPENSE REPORTING FORM

Payments made to vendors for goods or services that will not be received until the next fiscal year, should be recorded as a prepaid expense

- To record an expense that you have already incurred but have not received the benefit of (i.e. receipt of goods or services), please fill out this form completely. If you have a copy of an invoice, registration form, p-card statement, or any other documentation, if possible, please attach and send to Accounts Payable by July 10
- Please send this form, and any attachments via campus mail to 112 Hover or Fax it to 734-485-5281

Vendor Name (payee) _____

Vendor Address _____

Dept. Name _____

Fund/Org/Acct (where expense was charged) _____

Date Expense was charged _____ **Amount** _____

Approximate Date Goods or Services will be received _____

Reason (optional) _____

Preparer's Name _____ **Phone #** _____

Preparer's Signature _____ **Date** _____