

Accrual Form

(Contracts, Purchase Orders and Interagency Agreements only)

ACCRUAL FOR _____

(Enter: Contract, Purchase Order or Interagency Agreement)

TO: _____

FROM: _____

TELEPHONE: _____

I request an accrual for:

CBS Oblig No. (if known)	Source Reference No.	FY	Bureau	Project Code	Task Code	Organization Code	Object Class	Amount	Item No.

The total amount was based on the following (check one):

Invoice is attached.

Performance report is attached.

Written cost estimate stating costs through September 30 is attached.

It is a recurring monthly or quarterly bill. My calculations for the estimate for the accrual are based on previous activity. My calculations are attached.

All of the goods and services have been received, but I have not received an invoice, performance report, or written estimate. The entire Undelivered Order for this document should be accrued.

Some of the goods and services have been received, but I have not received an invoice, performance report, or written estimate. My calculations for determining the accrual amount are attached.