Instructions for Completing Form ACC1000
FY16 Year-End Close

Invoices for goods received or services performed during FY15 may be submitted for payment to Accounts Payable (AP) through 12:00pm of Thursday, September 8, 2016 for the expense to be automatically charged to the department’s 2016 budget.

All invoices mailed directly to AP with a service date prior to September 1st will automatically be charged to the department’s FY16 budget.

If you do not want an invoice or a request for payment charged to FY16, indicate at the top of the form that the charge should be made to FY17.

For goods received or services performed during FY16 for which no invoice has been received, please complete Form ACC1000 and submit the form to AP no later than 12:00pm on Thursday, September 22, 2016.

** In lieu of submitting multiple ACC1000 forms, please utilize this excel spreadsheet and email along with supporting documentation, if available, to cdv.apcs@nyu.edu. If the invoice is in a foreign currency, you must supply the US dollar amount, the foreign amount and the currency type. Please ensure that you copy the designated approver for your department on the email as AP will use this as the approval to process the spreadsheet.

The Subject Line on the email MUST state "2016 Accruals"

Timely receipt by AP of this form will ensure that this purchase is accrued as of August 31st and charged to the department’s 2016 budget. The accrual will be automatically reversed in FY17 to ensure that payments processed against this accrual will have a $0 impact on the department’s FY17 budget.

Do not use Form ACC1000 wherever purchasing guidelines apply.

If the department receives an invoice after it has submitted Form ACC1000 to AP, the department should immediately forward the invoice to AP along with a copy of the previously submitted form.

All information must be received in AP by 12:00pm on Thursday, September 22, 2016.

FORM SECTIONS: VENDOR INFORMATION

1. PAYEE FULL NAME OR FULL BUSINESS NAME
   Provide the complete name of the Payee. No first name initials. For business names, include suffixes such as "Inc.," "Corp.," "Ltd.," etc.

2. DATE GOODS/SERVICES WERE RECEIVED/PERFORMED
   Provide the date goods were received or services were performed.

3. DESCRIPTION OF GOODS OR SERVICES
   Describe adequately the goods received or services performed.

4. CHARTFIELD
   Enter valid chartfield(s) to be charged and the amount.

5. SIGNATURES/APPROVALS
   Print or type the name of the NYU employees who are the Requester and Approver. The form must be signed and dated in order to be deemed valid.

PLEASE NOTE:

- You should have the Payee (Vendor) complete a Vendor Identification and Certification Form if you are doing business with this Vendor for the first time. This form is available on the CDV Web site (www.nyu.edu/cdv). Submit the completed Vendor Identification and Certification Form along with Form ACC1000.
- If the department has multiple invoices from one Vendor, these invoices (totals only) may all be reported together.

INCOMPLETE FORMS WILL BE RETURNED TO THE ORIGINATING DEPARTMENT.