
INSTRUCTIONS FOR COMPLETING FORM ACC1000

- Invoices for goods received or services performed during FY09 may be submitted for payment to Accounts Payable through noon of Friday, September 11, 2009 for the expense to be automatically charged to the department's 2009 budget. All invoices mailed directly to Accounts Payable with a service date prior to September 1st will automatically be charged to the department's FY09 budget.

If you do not want an invoice or a request for payment charged to FY09, indicate at the top of the form that the charge should be made to FY10.

- For goods received or services performed during FY09 for which no invoice has been received, please complete Form ACC1000 and submit the form to Accounts Payable by noon of Tuesday, September 22, 2009. Timely receipt by AP of this form will ensure that this purchase is accrued as of August 31st and charged to the department's 2009 budget. The accrual will be automatically reversed in FY10 to ensure that payments processed against this accrual will have a \$0 impact on the department's FY10 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 noon of Tuesday, September 22, 2009.

FORM SECTIONS:

VENDORS 1 AND 2:

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. See the list of persons authorized to approve in your area on the CDV Web site (www.nyu.edu/cdv).

NOTE:

- 1) 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.
 - 2) If the department has multiple invoices from one Vendor, these invoices (totals only) may all be reported together.
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Incomplete forms will be returned to the originating Department.