AUTO ACCRUAL ADJUSTMENT FORM (for single CID)

Form to be used and uploaded in FAST to support the accrual.

For any questions please contact Ericka French at ericka.french@emcbc.doe.gov or Roscoe Harris at roscoe.harris@emcbc.doe.gov

Date:

Program/Approving Official Name:

Telephone Number:

PO Number/CID:

Month of Adjustment: Adjustment Amount: $

AFF Information (If Necessary):

The accrual adjustment was based upon the following (you must check one):

Performance report from the contractor/vendor is on file.

Written cost estimate from the contractor/vendor stating costs through month end is on file.

It is a recurring monthly or quarterly bill. My calculation for the estimated accrual is based on previous activity. My calculation is on file.

All of the goods and/or services have been received, but I have not received an invoice, performance report, or written estimate from the contractor/vendor. The entire undelivered order (uncosted) for this document should be accrued.

Some of the good and/or services have been received, but I have not received an invoice, performance report, or written estimate from the contractor/vendor. My calculation for determining the accrual amount is on file.

Cost plan on file is used to calculate cost accruals.

No accrual adjustment is necessary – the automated accrual is satisfactory based on past payment history.