

**STONEHILL COLLEGE  
FY 2013 EXPENSE DOCUMENTATION FORM**

Department: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

For goods/services received on or before June 30, 2013 where invoice was not received by July 12, 2013

Vendor Name	Amount	Date Incurred	Description of Goods	Department	Org	Account

***Please attach copy of packing slip or other documentation that indicates goods or services were received on or before June 30, 2013.***

Date received by Finance: \_\_\_\_\_  
 Processed by Finance: \_\_\_\_\_