

PRO RATA - Expenditures Charged to More Than One Fiscal Year 3686
(1987)

- Make two copies of paying document and attachments for each additional year.
- Prepare a schedule as described in other sections of the Accounting Procedures Handbook for each fiscal year.
 - Keep schedules together at all times.
- For each fiscal year involved, stamp a sheet of paper with Please-Keep-Pro-Rata-Schedule-____-and-____-Together, write schedule numbers in blanks, and staple to outside of each schedule folder.
- Wrap completed schedules with rubber band and forward to Data Entry.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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