Request for Journal Entry

Department/School:			
	Instructions		
Use this form to request corrections of <u>actual charges</u> and <u>actual revenue</u> between accounts. List in the appropriate accounts and amounts that were incorrectly used and those that should have been used. (To adjust the <u>budget</u> between accounts, process a "Transfer of Budget Funds" form with the Accounting Dept.) This form should be filled out completely, electronically signed, and then emailed with attached backup in one PDF document to the Accounting Department. Thank you!		Date	
	Account Number	Amount	
Reference # of actual charge or actual revenue being fixed - reference that may be helpful to note (ex. pcard month, invoice #, etc.)	Fund E Loc Program Function Object	Debit	Credit
	Example: 10 E 049 9200 2290 610	Adds expenditure to account or Subtracts revenue from account	Subtracts expenditure from account or Adds revenue to account
	Totals Must Equal		
Reason for Journal Entry:			
Origination & Approval of Originator Name:	Supervisor/Approval	l Signature:	