

BUSINESS OFFICE USE:
Doc Ref:
Date:
Doc Total:
J Type:
Approved by:
Entered by:



**JOURNAL ENTRY REQUEST
(BUSINESS OFFICE)**

DEPT. NAME: _____ INITIATOR: _____ EXT: _____ DATE: _____

JOURNAL ENTRY REQUEST TO RECLASSIFY OR CORRECT ACTUAL TRANSACTIONS:

FROM						TO						AMOUNT	DOCUMENT REFERENCE # (PO or Invoice #)
FUND	ORG	ACCT	PROG	ACT	LOC	FUND	ORG	ACCT	PROG	ACT	LOC		
												\$	
												\$	
												\$	
												\$	
												\$	

REASON FOR JOURNAL VOUCHER:
