

JOURNAL ENTRY VOUCHER (ACCOUNT TRANSFER)



Date

Account	Account Number	Debit (Charge to)	Credit (From)
Total Amount			

IMPORTANT: Supporting documentation must be included.
 Failure to complete this form correctly, or include back-up documentation, may result in processing delays

Explanation
(required)

APPROVER INFORMATION

Dept. Head Signature (required) Date

Controller Date

NOTE: Debit (Move expense to) and Credit (Move expense from)

Example 1: Expense was charged to wrong account. \$500 was originally paid out of an HR account but it should have been charged to the Controller's Office.

	<u>Debit</u>	<u>Credit</u>
Controller's Office account: 11-1203002-53020	\$500.00	
HR account: 11-1204001-53020		500.00

Example 2: Controller's Office has agreed to co-sponsor a speaker that was originally paid out of HR.

Controller's Office account: 11-1203002-53020	\$500.00	
HR account: 11-1204001-53020		500.00