

WALDORF UNIVERSITY

JOURNAL ENTRY REQUEST FORM

Business Office: Please post the journal entry below. (Do not use this form to change budget amounts)

Department Name: _____

Reason for Journal Entry: Incorrect Account Number used on PO/CheckRequest
 Business Office Data Entry Error
 Other. Explanation: _____

JOURNAL ENTRY: *Charges/Debits must equal Credits.*

<i>Account Number</i>	<i>Account Description</i>	<i>Debit Amount to Charge</i>	<i>Credit Amount to Credit</i>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Authorization Signatures:	Date
Department Budget Officer(s) _____	_____
Business Office Data Entry _____	_____

Supporting Details for Journal Entry. *Include below all calculations or information related to or in support of this journal entry. Please attach all supporting documentation to this form. Do not leave the space below blank... **There must be documentation and supporting details for the Journal Entry before the Business Office can process the entry.***