



BUSINESS OFFICE

JOURNAL ENTRY DATA INPUT FORM

Date :

From:

Department Name

Please make the following transfers and/or entries as indicated below:

Check One

Expenditure

Revenue

FROM Fund/Orgn/Acct.	TO Fund/Orgn/Acct.	Reference	Date	Amount
Total				

- 1. Expenditure transfer: To correct previous error in invoice and journal entry**
- 2. Revenue transfer: To correct previous error in cash receipt posting**

Purpose of transfer and/or entries

Prepared By:

Approved By:

Please deliver printed hard copy with original signatures to the Business Office.