

ACTIVITY FUND - JOURNAL ENTRY REQUEST FORM

School/Department: _____

Date: _____

Is this request for an expenditure or revenue item: (choose one box and complete fields below it)

Expenditure correction - *(example: check payment posted to wrong account code or budget string)*
 You must attach a copy of the check or the expenditure audit trail. This will verify the amount, the budget string, and the account code already posted.

Explanation: _____

Where is the item currently posted that needs correcting:

FUND	FUNCTION	LOCATION	PROGRAM	SUBJECT	OBJECT	Amount

What is the new/corrected budget string to which you want the item posted:

FUND	FUNCTION	LOCATION	PROGRAM	SUBJECT	OBJECT	Amount

Revenue correction - *(example: monies were received but posted to the wrong fund or revenue account code)*
 You must attach a copy of the revenue audit trail or receipt posting or the documentation showing you were to receive this revenue.

Explanation: _____

Where is the item currently posted that needs correcting:

FUND	Account code	Amount

What is the new/corrected fund and acct code to which you want the item posted:

FUND	Account code	Amount

 Printed Name of person requesting JE Date

 Printed Name -Supervisor Date

 Signature of person requesting JE Date

 Signature of Supervisor Date