

OPERATING FUND JOURNAL ENTRY REQUEST FORM

School/Department: _____

Date: _____

Is this request for an expenditure, revenue or payment 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.

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

Payment between departments - (example: Learning Services dept paying Child Nutrition for a meal invoice or Transportation dept for a trip)

You must attach a copy of the invoice being paid. If this is a meal invoice, you must attach the meeting agenda, the sign-in sheet, and the superintendent's approval if amount is over \$800.

From what budget string and account code do you want to pay this invoice:

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 received this revenue.

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