

ISU- Journal Voucher Form

DATE PREPARED:

For Accounting Use Only:

Journal Entry Number:
Date Entered into BANPROD:
Posted by:

1. Enter Journal Entry Below:

DEBITS MUST EQUAL CREDITS

| | Index | Account | Description (Reference previous document # for corrections) | DEBIT (increase exp; decrease rev) | CREDIT (decrease exp; increase rev) |
|----|------------|---------|--|--|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| | Hash Total | | Journal Voucher Totals | | |

2. Provide and Explanation for the Journal Voucher in the Space Provided Below:

3. Signatures:

| | | | |
|--|----------------------|------|--------------|
| Department Name | Preparer's Signature | Date | Phone Number |
| Approver must have budget authority for Index Code being Used | Approval Signature | Date | Phone Number |

**Send Completed Journal Voucher Form to the Accounting Office - Stop 8219
or Fax to 282-4725. Retain Copy for you Records.**