

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	#) (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 an explanation why the correction is necessary 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
	UBO 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.**