

WALDORF UNIVERSITY

JOURNAL ENTRY REQUEST FORM

Business Office: Please post the journal entry below. (Do not use this form to change budget amounts)

Department Name: _____

Reason for Journal Entry: _____ Incorrect Account Number used on PO/CheckRequest
 _____ Business Office Data Entry Error
 _____ Other. Explanation: _____

JOURNAL ENTRY: *Charges/Debits must equal Credits.*

<i>Account Number</i>	<i>Account Description</i>	<i>Debit Amount to Charge</i>	<i>Credit Amount to Credit</i>
_____	_____	\$	_____
_____	_____	_____	\$
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____

Authorization Signatures: _____ **Date** _____
 Department Budget Officer(s) _____
 Business Office Data Entry _____

Supporting Details for Journal Entry. *Include below all calculations or information related to or in support of this journal entry. Please attach all supporting documentation to this form. Do not leave the space below blank.... **There must be documentation and supporting details for the Journal Entry before the Business Office can process the entry.***