

General Accounting Journal Voucher Request

This form requires the use of Adobe Reader 9.1 or later. Get it <u>here.</u>
<u>Click here</u> for Instructions for Completing the General Accounting Journal Voucher Request Form.

Requester's Infor	mation:						
Name: Colleen Elbode	e						
Title: Accountant II			Phone Number: 577-6608	E-mail: ah8174@yahoo.com			
School/College/D	ivision:						
S/C/D:	College of Fine, Performing and Communication Arts						
Department: Ch	emistry						
Reason for Reque	est:						
Reason for Journal Voucher:			Correction of Expense/Revenue				
Detailed Explana	tion:						
		venue recorded on CH110736-1281455 fro 12E1 to 12E2.	m account code 5807 to 5C17. Corre	ct expense recorded on Invoice 10566740			



General Accounting Journal Voucher Request

Corre	orrect or Transfer From/To:								
<u>Nc</u>	Note: If the journal voucher requires more than 20 lines, please use the alternate form.								
	Index:	Fund:	Orgn:	Acct Code:	Program:	Description (optional):	Document Reference:	Correct/Transfer from (amount):	Correct/Transfer to (amount):
1.	120521	111168	12E1	729	19	CH10736-1281455-Correct to Acct 5807		\$50.00	\$0.00
2.	120521	111168	12E1	5807	19	CH10736-1281455-Ameer Allah		\$0.00	\$50.00
3.		111168	12E2	72161	19	10566740-Correct Org to 12E1		\$3,215.00	\$0.00
4.	120521	111168	12E1	72161	19	10566740-Loco Promo's Inc.		\$0.00	\$3,215.00
	+ Add Correct or Transfer From/To: - Remove Correct or Transfer From/To:								

Sign and Submit:

A digital signature is required to complete this form. If you do not have a digital signature, <u>click here</u>. After signing the document, you will be prompted to send the form via Email. Please attach supporting documentation prior to submitting your email request (as applicable). A copy of the completed form will be saved in your Email's "Sent" folder.

E-Mail sent to Tony

Sign and Submit by Email



General Accounting Journal Voucher Request

Section Completed by General Accounting:	
 Processed on JV # Being held for additional research Will not be processed 	
Comments:	
	Respond