



General Accounting Journal Voucher Request

This form requires the use of Adobe Reader 9.1 or later. Get it [here](#).

[Click here](#) for Instructions for Completing the General Accounting Journal Voucher Request Form.

Requester's Information:

Name:

Title: Phone Number: E-mail:

School/College/Division:

S/C/D:

Department:

Reason for Request:

Reason for Journal Voucher:

Reason for Transfer:

Detailed Explanation:

Purpose of Request:

General Accounting Journal Voucher Request

Correct or Transfer From/To:

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.	228101	372	92K1	782	91	Tsf to idx 228105-FY10 Clinic Support		\$2,000.00	\$0.00
2.	228105	3725	92KF	782	91	Tsf fm idx 228101-FY10 Clinic Support		\$0.00	\$2,000.00

Add 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, [click here](#). 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

General Accounting Journal Voucher Request

Section Completed by General Accounting:

- Processed on JV #
- Being held for additional research
- Will not be processed

Comments:

Respond