



**Date:**

**To:** [controller@seattleu.edu](mailto:controller@seattleu.edu)

**From:**

Reporting Unit (preparing form)

**Subject:** **Journal Entry Request** – Please generate a journal entry for the following transactions. Note: This form adjusts actual transactions. Do not use this form to change budget amounts.

**DEBIT (Amount to charge)**

Fd	Loc	Func	Activity	Object	Transaction Description	Proj ID	Amount
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**CREDIT (Amount to credit)**

Fd	Loc	Func	Activity	Object	Transaction Description	Proj ID	Amount
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**Reason (Attach receipts, invoices, or other appropriate documentation)**

**Debit Approval:** (Reporting Unit charged)

Printed Name

Signature

Reporting Unit:

Contact Phone #:

Date:

**Credit Approval:** (Reporting Unit credited)

Printed Name

Signature

Reporting Unit:

Contact Phone #:

Date:

Email completed form to Controller's Office - [controller@seattleu.edu](mailto:controller@seattleu.edu)