



Date:

To: 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)

Fund#	Location#	Function#	Activity#	Object#	Transaction Description	Amount
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CREDIT (Amount to credit)

Fund#	Location#	Function#	Activity#	Object#	Transaction Description	Amount
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Reason (Attach receipts, invoices, or other appropriate documentation)

<p>Debit Approval: (Reporting Unit charged)</p> <p>Printed Name</p> <p>Signature</p> <p>Reporting Unit:</p> <p>Contact Phone #:</p> <p>Date:</p>	<p>Credit Approval: (Reporting Unit credited)</p> <p>Printed Name</p> <p>Signature</p> <p>Reporting Unit:</p> <p>Contact Phone #:</p> <p>Date:</p>
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Email completed form to Controller's Office - controller@seattleu.edu