



Send to: General Accounting, MSN
 4B2 Tel: 3-2637; Fax: 3-2920
 Email: journals@gmu.edu

Document # _____
 (General Accounting Use Only)

Journal Voucher Multiple Entry Form

Instructions: Use this form for direct expenditure (non-payroll) transactions between "State" funds or orgs or between "Local" funds or orgs. Prepare a Payment Request and send it to Accounts Payable for transactions that cross between State and Local funds or orgs.

Fund or Org to be Charged	Account (5 digits)	Activity (pre-approved)	Amount	Description (maximum of 35 characters)	Fund or Org to be Credited	Account (5 digits)	Activity (pre-approved)	Reference (if applic.) (8 characters max)
		Total:		Total times two (doubled):				

Explanation

Requestor Name: _____ Signature: _____ Email: _____ Phone: _____

Department: _____ MSN: _____ Date: _____

OSP (If amount to be transferred is \$200 or greater and on a sponsored fund (2xxxxx): _____

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Approval

JV Type: _____ Initials: _____ Date: _____

Data Entry

Initials: _____ Date: _____