



Send to General Accounting  
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## Journal Voucher for Expenditure Recovery for Services Rendered

*Instructions: Use this form for internal "sales" between "State" funds/orgs or between "Local" funds/orgs. Send a check request to Accounts Payable for transactions that cross between State and Local funds/orgs.*

### Fund/Org and Account Code to be Charged (Office Being Billed)

Fund/Org: \_\_\_\_\_ Reference (optional): \_\_\_\_\_

Account  
(five digits): \_\_\_\_\_

Amount: \_\_\_\_\_ Hash total (double the amount): \_\_\_\_\_

Description (maximum  
of 35 characters): \_\_\_\_\_

### Fund/Org and Account Code to be Credited (Billing Office)

Fund/Org: \_\_\_\_\_

Account  
(five digits): \_\_\_\_\_

Explanation (description of services rendered): \_\_\_\_\_

**Certification: An invoice has been sent to the office being billed.**

#### Requester (Billing Office):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ MSN: \_\_\_\_\_

#### General Accounting Office Use Only

**Approval**

JV Type: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Data Entry**

Initials: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_