



Send to: General Accounting, MSN 4B2
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Journal Voucher Multiple Entry Form for Federally Sponsored Projects

Document # _____
 (General Accounting Use Only)

Instructions: Use this form to transfer direct expenditure (non-payroll) charges.

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):				

- Why was this expense originally charged to the sponsored project or non-sponsored source of funding from which it is being transferred?

- Why does this charge belong to the sponsored project to which it is being transferred?

Requestor Name: _____ Signature: _____ Email: _____
 Department: _____ MSN: ____ Date: _____
 OSP (If amount to be transferred is \$200 or greater and on a sponsored fund (2xxxxx): _____

General Accounting Office Use Only			
Approval			Data Entry
JV Type: _____	Initials: _____	Date: _____	Initials: _____ Date: _____