



Send to: General Accounting, MSN 4B2
 Tel: 3-2637; Fax: 3-2920

Journal Voucher Multiple Entry Form for
 Federally Sponsored Projects

Document # _____
 (General Accounting Use Only)

Instructions: Use this form for direct expenditure (non-payroll) transactions between "State" funds or orgs. Prepare a check 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):				

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

2. Why does this charge belong to the sponsored project to which it is being transferred? _____

Requestor Name: _____ Signature: _____ Email: _____

Department: _____ MSN: _____ Date: _____ OSP (if required) _____

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