



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

Journal Voucher to Transfer Charges

Document # _____
(General Accounting Use Only)

Instructions: Use this form to transfer non-payroll charges between "State" funds or orgs or between "Local" funds or orgs. Send a Payment Request to Accounts Payable for transactions that cross between State and Local funds or orgs.

Fund or Org and Account Code to be Charged

Fund or Org: _____

Account
(Five digits): _____

Activity Code: _____
(Requires preapproval)

Amount: _____

Hash total (Double the amount): _____

Description (Maximum
of 35 characters): _____

Fund or Org and Account Code to be Credited (Relieved of Current Charge)

Fund or Org: _____

Account
(Five digits): _____

Activity Code: _____
(Requires preapproval)

Reference: _____

Cross reference to original paid voucher number,
check number, purchase order number, etc.

Date Posted: _____

Explanation (Reason to transfer charges): _____

Requester

Printed Name: _____

Signature: _____

Telephone: _____

Email: _____ MSN: _____

Department: _____

Date: _____

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

General Accounting Office Use Only

Approval

JV Type: _____ Initials: _____ Date: _____

Data Entry

Initials: _____ Date: _____