



Send to General Accounting, MSN 4B2;  
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# 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		
<b>Approval</b>		
JV Type: _____	Initials: _____	Date: _____
<b>Data Entry</b>		
Initials: _____	Date: _____	