

# Stetson University Journal Entries

Date Requested \_\_\_\_\_

For Fiscal Year \_\_\_\_\_

Debit	Credit	FUND	ORGN	ACCOUNT	PROG	LOC	Amount
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Please explain below or attach supporting documentation as appropriate

(Finance Use Only) TOTAL -

- To correct expense paid from FOAP
- Transfer for payment to another account/department

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Budget Supervisor .....

Date \_\_\_\_\_ Ext. \_\_\_\_\_

Budget Supervisor .....

Date \_\_\_\_\_ Ext. \_\_\_\_\_

Point of Contact .....

Date \_\_\_\_\_ Ext. \_\_\_\_\_

Please ensure that all appropriate budget supervisor approvals are included for the indicated Organization Codes (attached memo also sufficient)

After approving, forward to Finance Office, Unit 8318