



NO. J08 _____

GONZAGA UNIVERSITY
JOURNAL ENTRY REQUEST

To: Jana Clarry, Controller's Office, AD Box 69
 From: _____
 Ext: _____ Date: _____

INCREASE EXPENSE / DECREASE REVENUE

Department	Fund	Org	Acct	Amount	Debit
					D
					D
					D
					D
					D

DECREASE EXPENSE / INCREASE REVENUE

Department	Fund	Org	Acct	Amount	Credit
					C
					C
					C
					C
					C

Total of Debits & Credits (Add all entries) \$ _____

Reason **(Please limit to 35 characters, including spaces)**:

Authorization: _____
 Controller's Office Approval _____