REASON FOR JOURNAL ENTRY:

NO. J\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posting Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| To: | Controller’s Office, controllers@gonzaga.edu |
| From: |  |
| Extension: |  | Date Submitted:  |  |

|  |
| --- |
| INCREASE EXPENSE/DECREASE REVENUE |
| DEPARTMENT | FUND | ORG | ACCOUNT | ACTIVITY | AMOUNT | DEBIT | DESCRIPTION (as needed, 35 character limit) |
|  |  |  |  |  |  | D |  |
|  |  |  |  |  |  | D |  |
|  |  |  |  |  |  | D |  |
|  |  |  |  |  |  | D |  |
|  |  |  |  |  |  | D |  |
|  |  |  |  |  |  | D |  |
|  |  |  | Total Debits |  |  |  |

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| --- |
| DECREASE EXPENSE/INCREASE REVENUE |
| DEPARTMENT | FUND | ORG | ACCOUNT | ACTIVITY | AMOUNT | CREDIT | DESCRIPTION (as needed, 35 character limit) |
|  |  |  |  |  |  | C |  |
|  |  |  |  |  |  | C |  |
|  |  |  |  |  |  | C |  |
|  |  |  |  |  |  | C |  |
|  |  |  |  |  |  | C |  |
|  |  |  |  |  |  | C |  |
|  |  |  | Total Debits |  |  |  |
| Total of Debits & Credits |  |  |  |

Approval of Department being debited:

Authorized signer must come from Department being debited

Budget Officer Approval must come from Department being debited

|  |  |  |  |
| --- | --- | --- | --- |
| Preparer: |  |  |  |
| Authorized Signer: |  |  |  |
| Budget Officer Approval: |  |  |  |
| Controller’s Office Approval: |  |  |  |