JOURNAL ENTRY STANDARD FORM

DEPARTMENT REQUESTING ENTRY: _____ **DATE:** _____

ORG		OBJECT		ACCOUNT NAME		DEBIT		CREDIT

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DEPARTMENT REQUESTING ENTRY: _____ **DATE:** _____

ORG		OBJECT		ACCOUNT NAME		DEBIT		CREDIT
					TOTAL:			

NOTE: _____ **(DEBITS AND CREDITS MUST BALANCE)**

REASON FOR JOURNAL ENTRY:

_____

_____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____