

## **Journal Entry Request Form Instructions**

The Journal Entry Request form is to be used to transfer funds or expenses, not budget. (If salaries & wages or student wages have been posted incorrectly, contact the Budget Office or the Accountant handling your fund to request a salary reallocation.)

### Instructions:

1. At the top of the form put the Amount of the requested transfer.
2. The "From" section:
  - a. Enter the fund name and FOAP number of the fund that will be giving up the funds or that should be charged for the expense.
  - b. The Authorized Signature is the signature of the person that has the appropriate level of approval authority on this fund based on the amount of this requested transfer.
  - c. The Contact Person and Ext. is someone that the Accounting Office can contact should there be any questions or if further information is needed.
3. The "To" section:
  - a. Enter the fund name and FOAP number of the fund that will be receiving the funds or that was incorrectly charged with an expense.
  - b. The Authorized Signature is the signature of the person that has the appropriate level of approval authority on this fund based on the amount of this requested transfer.
  - c. The Contact Person and Ext. is someone that the Accounting Office can contact should there be any questions or if further information is needed.
4. Give a complete description and reason for the requested change.
5. If this is a request to transfer part of an expense from one fund to another, please tell us the total of amount of the existing expense. Also tell us the FOAP number of where the expense currently is posted. This is particularly important for grant activity because expenses must be adequately documented to be considered an allowable grant expense.
6. Submit a signed copy to the Accounting Office, 201 LMH. Keep a copy for your records. If the request is not signed by both parties, it will be returned. An electronic submission is acceptable as long as all appropriate parties are copied in the e-mail.