

**UNIVERSITY OF NORTH DAKOTA**  
**BUDGET JOURNAL FORM**

|                  |                        |              |
|------------------|------------------------|--------------|
| 5/1/2013         | BUDGET OFFICE USE ONLY |              |
| Transaction Date |                        | Process Date |

NOTE: CASH TRANSFERS SHOULD BE MADE VIA JOURNAL ENTRY. FOR ADDITIONAL INFORMATION, PLEASE REFER TO [www.und.edu/dept/accounts](http://www.und.edu/dept/accounts)

| CHILD LEDGER<br>(use drop down) | CHILD ACCOUNT | FUND  | DEPT           | PROJECT    | BUDGET INCREASE<br>(+) | BUDGET DECREASE<br>(-) | ADJUSTMENT TYPE<br>(use drop down) | REFERENCE NUMBER<br>(Budget Office Use Only) |
|---------------------------------|---------------|-------|----------------|------------|------------------------|------------------------|------------------------------------|--|
| FNDDTL                          | 515000        | 30205 | 7000           |            |                        | 5,000.00               | Temporary Budget                   |  |
| FNDDTL                          | 515000        | 30205 | 7030           |            | 5,000.00               |                        | Temporary Budget                   |  |
| REVENUE                         | 460000        | 20700 | 9500           |            | 8,500.00               |                        | Permanent Budget                   |  |
| FNDDTL                          | 621000        | 20700 | 9500           |            | 8,500.00               |                        | Permanent Budget                   |  |
| PROJREV                         | 490000        | 28401 | 7850           | UNDC050253 | 30,000.00              |                        | Temporary Budget                   |  |
| PRJDTL                          | 681000        | 28401 | 7850           | UNDC050253 | 30,000.00              |                        | Temporary Budget                   |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       | <b>EXAMPLE</b> |            |                        |                        |                                    |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       |                |            |                        |                        |                                    |  |
|                                 |               |       |                |            | 82,000.00              | 5,000.00               |                                    |  |

|   |   |               |                |
|---|---|---------------|----------------|
| <b>Explanation:</b><br><br>Increase budget for expenses and revenue | <b>APPROVAL:</b>                                |               |                |
|   | <i>Jane Dakota</i>                              | 5/1/2013      |                |
|   | <i>DEPARTMENT AUTHORIZED SIGNATURE (IN INK)</i> | <i>DATE</i>   |                |
|   | Jane Dakota - Budget Office                     | 8233          | 777-3840       |
|   | <i>CONTACT NAME - ORIGINATING DEPARTMENT</i>    | <i>STOP #</i> | <i>PHONE #</i> |

**\*\* Send completed form to Budget Office, Stop # 8233 \*\***