

JOURNAL / BUDGET ENTRY REQUEST FORM



NEBRASKA
WESLEYAN
UNIVERSITY

Business Office Use Only	
REF #	
Supervisor Approval:	
Appropriate Documentation Attached	
Entered By:	
Date Entered:	
Date Posted:	

CURRENT DATE	REQUEST FOR: (CIRCLE ONE)
	<p>JOURNAL ENTRY</p> <p>BUDGET TRANSFER</p>

ACCOUNT NUMBER	ACCOUNT NAME	TAKE FROM BUDGET	ADD TO BUDGET
		DEBIT	CREDIT
- -		\$	\$
- -		\$	\$
- -		\$	\$
- -		\$	\$
- -		\$	\$
- -		\$	\$
- -		\$	\$
- -		\$	\$

REASON FOR ADJUSTMENT - EXPLAIN IN DETAIL

MUST HAVE SIGNATURE OF AUTHORIZED PERSON FOR EACH ACCOUNT	DEPT	DATE