



Before using this form, please go through the following checklist to decide if you should use this form or a Journal Voucher Form.

This form is being filed relative to charges or revenues for an event that has already occurred or has been paid for in advance

This form is being filed relative to a transaction I noticed on a report or other document

This form is being filed relative to a department helping sponsor or co-fund an event or purchase that has already been paid for

This form is being filed to correct a transaction which posted to the wrong account(s)

This form is being filed to change the way the budget (rather than year-to-date activity) is allocated within the context of the current fiscal year. It does not specifically correspond to any existing revenue, expense or transaction.

	Shaded Areas For Business Office Use Only	
Journal Entry #	JBD	
Abbreviated Description.:		
Prepared by:		
Date Prepared:		
Approved by:		
Date Approved:		
Additional Description(if needed):		
Entered by:		Date Entered
		:
Reviewed by:		Date Reviewed

BUDGET TRANSFER FORM

[Use ONLY to transfer Budget dollars.
Use the Journal Voucher form to transfer revenue & expense charges]

Shaded Areas are for Business Office Use Only.	
Date To Use For Journal Entry:	

ORGANIZATION NAME	Organization Number	Account Number	Activity Code	AMOUNT
Add '+' [Increases Budget]				
Subtract '-' [Decreases Budget]				
Total (should net to \$0.00)				

Explanation; attach any supporting documents: