



CENTRAL CONNECTICUT STATE UNIVERSITY
JOURNAL ENTRY REQUEST FORM

FISCAL YEAR DOCUMENT NO.

Table with 12 columns: INDEX - ACCOUNT, AMOUNT, DEBIT (D) \*, ENCUMB # (If Applicable), Item #, Seq #, INDEX - ACCOUNT, AMOUNT, CREDIT (C) \*, ENCUMB # (If Applicable), Item #, Seq #.

DESCRIPTION (35 characters): \_\_\_\_\_

TOTAL DEBITS: \_\_\_\_\_

TOTAL CREDITS: \_\_\_\_\_

JUSTIFICATION FOR JOURNAL ENTRY:

Empty lines for justification text.

REQUESTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

BUDGET MANAGER (print/type name): \_\_\_\_\_ BUDGET MANAGER (signature): \_\_\_\_\_

ACCOUNTING/BUDGET USE ONLY

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