CENTRAL CONNECTICUT STATE UNIVERSITY
JOURNAL ENTRY REQUEST FORM

FISCAL YEAR	DOCUMENT NO.

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:

REQUESTED BY: _____ PHONE: _____ DATE REQUESTED: _____

BUDGET MANAGER (print/type name): _____ BUDGET MANAGER (signature): _____

ACCOUNTING/BUDGET USE ONLY

BUSINESS OFFICE APPROVAL:	DATE APPROVED:	POSTED BY:	DATE POSTED:
			EFFECTIVE DATE: