CENTRAL CONNECTICUT STATE UNIVERSITY

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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: 0.00 **TOTAL CREDITS:** 0.00

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: