CENTRAL CONNECTICUT STATE UNIVERSITY
JOURNAL ENTRY REQUEST FORM

FISCAL YEAR	DOCUMENT NO.
2026	

INDEX - ACCOUNT	AMOUNT	DEBIT (D) *	ENCUMB # (If Applicable)	Item #	Seq #	INDEX - ACCOUNT	AMOUNT	CREDIT (C) *	ENCUMB # (If Applicable)	Item #	Seq #
CFO000-707101	50.00	D				BSRV00-707101	50.00	C			

DESCRIPTION (35 characters): P-Card correction to CFO000

TOTAL DEBITS: 50.00 **TOTAL CREDITS:** 50.00

JUSTIFICATION FOR JOURNAL ENTRY:

The Business Services P-Card was used to purchase office supplies from Office Max for the CFO. This is to charge the CFO000 index and credit Business Services.

[Please Note: You will need to check the Banner System to find out what account the transaction was charged to before you may submit this form to Accounting. This will take approximately 2 months from the time of purchase with a P-Card.]

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: