

## Journal Entry Form(s)

		t Number		Unit & Object Code Description	Transaction Description (30 characters) Debit Amou	unt Credit Amount Ref.
FUND 10	SEGMENT 000	UNIT#	овјест со <b></b>	Accounting Serv - Office & Stationary Suppl	,	
10	000	32103	34000	Accounting Serv - Office & Stationary Suppl		
				Υ	γ	
1	5 Digit Acc	ount Num	ber	Unit and object code description will auto populate based on the unit number and object code. Both have to be present and	Brief transaction description. Please keep to a maximum of 30 characters.	Previous transaction reference number.
				correct or an #N/A will appear.		
Please A	ttach Back U	<u> </u>			Total: \$	- \$ -
Explana	tion(s):	Detail	ed exnlan	nation of the transaction(s) above.	Originator to print and	
		The end user should be able to fully understand the nature of the transaction(s) by reading this.			sign name and hand deliver to appropriate finance employee for	Date (mm/dd/yy)
Receive	d Date:	Finance	e use only	<i>ı</i> .	review and approval.  Finance Approval  Posting Month:	Applicable transaction month/year.  Date m/dd/yy)