Journal Voucher
Northwest Missouri State University
Accounting Office 660-562-1125

Reset Form

Account Office Use Only: Document Number: J Journal Type:

The journal voucher document is to be used for all internal university transactions, including:

1. Budget transfers, within either E&G Fund (A101) or Auxiliary Fund (H100) only. Increases in expense budgets are debits, and increases in revenue budgets are credits.
2. Expense transfers. Increases in expenses are debits, decreases are credits.
3. Income transfers. Increases in income are credits, decreases are debits.
4. Income/expenses transfers (income to one account, and expense to another). In this case, account code 7480 **must** be used for the income code.

Originating Department: _____

	Signature	Date
Approval (account custodian, chair, dean, etc…):		
Other Approval (if necessary):		
Controller/VP for Finance:		
Finance Countersignature:		

Debits:

Fund	Org	Acct	Prog	Amount	Fund, Org or Department Name
				$	
				$	
				$	
				$	
				$	

Total Debits (must equal total credits): $ 0.00

Credits:

Fund	Org	Acct	Prog	Amount	Fund, Org or Department Name
				$	
				$	
				$	
				$	
				$	

Total Credits (must equal total debits): $ 0.00

Document Total (total debits plus total credits): $ 0.00

Explanation/Purpose: