

**FY 2020-2021 JOURNAL ENTRY for Revenue/Expenditure Transfer**

**Contact Person:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Contact Person Ext#:** \_\_\_\_\_

Department Chairperson/Director

**Date:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_

Division/VP

	UNIT	LEDGER	ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT	DR (CR)	DESCRIPTION
1	PALMR	ACTUALS								
2	PALMR	ACTUALS								
3	PALMR	ACTUALS								
4	PALMR	ACTUALS								
5	PALMR	ACTUALS								
6	PALMR	ACTUALS								
7	PALMR	ACTUALS								
8	PALMR	ACTUALS								
9	PALMR	ACTUALS								
10	PALMR	ACTUALS								

**DESCRIPTION:** \_\_\_\_\_

DEBIT Amount: to Increase Expense / Decrease Revenue

Credit Amount: to Decrease Expense / Increase Revenue

**Fiscal Department use only**

**Entered by:** \_\_\_\_\_

**JE DATE:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**JE#** \_\_\_\_\_