

FY 2024-2025 JOURNAL ENTRY for Revenue/Expenditure Transfer

Contact Person: _____
Contact Person Ext#: _____
Date: _____
Department Name: _____

Requested by: _____
Department Chairperson/Director

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# _____