

FY 2025-2026 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# _____