The College of William and Mary
Departmental Journal Voucher Form

The Departmental Journal Voucher Form is used to make revenue and/or expenditure transfers, corrections or adjusting entries. Complete the form, attach supporting documentation for corrections or adjusting entries, and send to General Accounting for processing. Keep a copy for departmental records.

Office Use Only

Document Total 0.00 Document Number

Transaction Date Financial Reporting Approval

	Banner Account Distribution for DEBIT/CHARGE						Banner Account Distribution for CREDIT			
Journal Type – 4 –	Enter Fund ONLY if there is no Index: Index – 6 –	Fund – 6 –	Account – 6 –	Activity if applicable – 6 –	Amount	Description – 35 –	Enter Fund ONLY if there is no Index: Index – 6 –	Fund – 6 –	Account – 6 –	Activity if applicable – 6 –
JE16										

TOTAL AMOUNT 0.00

Explanation

Prepared Date: Prepared by: Name Phone

Approved by: **Signature of approving official for the Banner index(es) being charged** **Date**

Revised August 2004