



Journal Entry Form

Purpose: This form is used to record accounting transactions or adjust previously recorded accounting transactions in the district's finance system. Debits are used to increase expenditures or decrease revenues, where credits are used to decrease expenditures and increase revenues. (include description or explanation for journal entry)

Date: _____ School: _____ School Year: _____

Account Code	Debit	Credit	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Totals:	\$ _____	\$ _____	

Description:

Requested by - Printed Name: _____

Budget Manager - Printed Name: _____

Budget Manager - Signature: _____

* Please send all backup documentation to the district office with this form. Journal Entry backup needs to be kept for 7 years for audit purposes.