

How to Fill Out a Journal Voucher

What is This Form Used for?

The [Journal Voucher](#) form is used to facilitate payment transfers within departmental budgets, or to other campus departments.

What do I Need to Accompany This Form?

Backup documentation supporting the transfer will be required in order for the Accounts Payable office to process any Journal Vouchers.

Transfer from One Account Code to Another

A transfer from one account to another within the same budget will require documentation that the expense was originally allocated to the account that the expense is being moved from. i.e., The transfer of an expense originally allocated to Supplies (6201) that needs to be moved to Postage (6430) must have backup documentation that shows the expense in the Supplies budget. A screen shot of the expense in Banner is sufficient as backup documentation.

Transfer from One Organization Code to Another

A transfer from one organization code to another will require documentation to support the transfer. If the transfer is a payment to another department, and not a transfer of an expense or a revenue, an explanation of the transfer is required. For example, the purchase of daily parking permits would require a brief description of the purchase be stated on the Journal Voucher form with the appropriate accounting string.

If the transfer is related to a revenue or an expense that is already posted, the documentation requirement is the same as if the transfer was from one account code to another.

Filling Out the Journal Voucher

In any case, the Journal Voucher should have (1) a description of the transfer, (2) the amount to be transferred, (3) the appropriate accounting string, (4) the preparers name, (5) the approving budget authorities signature, and (6) the date of the transfer

Where Can I Find this Form?

The Journal Voucher and all other Accounts Payable forms can be found at the Accounts Payable webpage

<http://www.coloradomesa.edu/accounting-financial-services/accounts-payable.html>

What do I do with this Form?

Once the form is completely filled out and all of the accompanying documentation is attached, please send all materials to the Accounts Payable office on the first floor of Lowell Heiny Hall.

For any questions, please contact the Accounts Payable office at:

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JOURNAL VOUCHER

JV # _____

Date 10/10/16

Rule Class	Fund	Org	Acct	Prog	Description	Debit	Credit	Bank Code
		1280	6201		Day Permits for social Behavioral Sciences DIG160-DIG169	30.00		
3		1					2	
		3860	4999		Parking Services		30.00	
3						2		

Account Totals	30.00	30.00
Document Total	<u>60.00</u>	

Preparer [Signature]

Approved Cathy Reilly

Date 10-11-16

JV # 36653

Date _____

