

# JOURNAL ENTRY FORM

**This form is only applicable to student clubs. All other journals should be processed through WorkDay.**

Use this form to request to transfer funds from one club account to another club.

*Example: Two clubs partner to host an event. One club pays for all the expenses up front. Now you want to balance the expenses between both.*

## Step 1: Identify which club account should be debited. This means money will come OUT OF this account.

Account	Fund	Program	Cost Center	Region	SUB <small>3 digits that belong exclusively to your club. Locate in the Student Club Handbook.</small>	Debit	Credit	Reason for Debit <small>Ex: Debit from BPA to Timberwolf Products Club for t-shirts.</small>
5503	FD750	PG93400	CC134	REG002	SUB- _____	\$		

## Step 2: Indicate which club(s) should be credited. This means money will go INTO this account(s).

*Tip: You can debit from one account and credit to multiple, if needed. Fill out at least one of the lines below. If crediting multiple accounts, all credits added together should equal the debit box in the table above.*

Account	Fund	Program	Cost Center	Region	SUB <small>3 digits that belong exclusively to a club. Locate in the Student Club Handbook.</small>	Debit	Credit	Reason for Credit <small>Ex: Payment for BPA shirts.</small>
4720	FD750	PG93400	CC134	REG002	SUB- _____		\$	
4720	FD750	PG93400	CC134	REG002	SUB- _____		\$	
4720	FD750	PG93400	CC134	REG002	SUB- _____		\$	

## Step 3: Gain necessary signatures.

Approvals must be given by the club being debited. It must include BOTH a student club member and advisor signature.

Club Member Approval: \_\_\_\_\_  
Print Name Signature Date

Club Advisor Approval: \_\_\_\_\_  
Print Name Signature Date

## Step 4: Submit form and documentation to Finance (mailstop C152)

Attach a copy of any related invoices/receipts as well as club minutes showing the club agreed to the expense(s).