

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 Student Life to a club account.

Example: Club received approval to cover up to half the cost of conference travel/registration. Club always pays up front. Reimburse after the event.

Step 1: Identify how much should be reimbursed from Student Life.

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 SLife to BPA for state conference travel, hotel, and registration..</small>
5503	FD700	PG93400	CC135	REG002	SUB143	\$		

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- _____		\$	

Step 3: Gain necessary signatures.

Approval must be given by Student Life.

Club Requesting Funds: _____
Print Name
Signature
Date

Student Life Approval: _____
Print Name
Signature
Date

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

Attach a copy of any related invoices/receipts showing the expense(s).