

**Request For Journal Entry**

Date: \_\_\_\_\_ No: \_\_\_\_\_

School: \_\_\_\_\_

Debit                      Credit

Account: \_\_\_\_\_

Account: \_\_\_\_\_

Account: \_\_\_\_\_

Account: \_\_\_\_\_

Account: \_\_\_\_\_

Account: \_\_\_\_\_

TOTAL

Ref. Information:

Source Date: \_\_\_\_\_

Source Doc. \_\_\_\_\_

Description: \_\_\_\_\_

Reason for Journal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Note: Attach supporting documents.