

For Business Services Office Use Only

Journal: ___ Adjusting
 ___ Budget
 ___ Encumbrance

Set ID # _____

Date Entered: _____

COLUMBIA PUBLIC SCHOOLS

Journal Entry

Date: _____

Route To: _____

Route To: _____

Accounts to be debited:

Accounts to be credited:

KEY (10 digits)	OBJECT	AMOUNT	KEY (10 digits)	OBJECT	AMOUNT

Total

Total

Short Explanation (max. 30 characters): _____

Long Explanation: _____

Name of Approver: _____

Printed or Typed

Business Services Approvals: _____

Approver Signature: _____

School / Department / Building
