

**JOURNAL VOUCHER REQUEST FORM (JV)
PROCEDURES**

1. A Journal Voucher Request Form is a form used to correct an expenditure charged to another index number.
2. You should keep back up information attached to your JV for audit purposes. Include the JPMorgan Chase Statement if purchased with a Purchasing Card.
3. When making a correction, the account (subcode) number is very important. You must wait until the expenditure is posted to Banner to see where the expenditure has been charged. This may take approximately 2 months from the time of purchase with a P-Card purchase. Please do not complete a Journal Voucher if transaction has not been posted to Banner.

HOW TO COMPLETE A JV FORM

At Document No. column -

The document number should be a sequential number for your department; e.g. The Business Office would use BSRV06-01. (06 would be the FY and 01 would be the very first JV being processed). You may make up your own sequence number.

At Index – Account column -

Type the index number and the account number that you will be crediting

At Amount column -

Type the amount of correction

At Debit/Credit –

Type a **C** (this will reduce expenditures and increase available balance)

At Index – Account column –

Type the index number and the account number that should be charged

At Amount column –

Type the amount of correction

At Debit/Credit –

Type a **D** (this will increase expenditures and reduce available balance)

At Description –

Type “Correction from index # to index #”

At Total Debits –

Type the Debit amount

At Total Credits –

Type the Credit amount

At Justification for Journal Entry –

A justification explaining the correction is required.

At Requested by –

The responsible person of the debit index number must sign form.

4. Journal Voucher should be sent to the Accounting Department, Marcus White Annex 006 for posting to the Banner System.