Division of Academic and Student Affairs
Journal Voucher Request Form

Form Instructions: Submit completed JV form along with the Wolfpack Report showing the transaction(s) you are moving. If you are not moving the entire transaction, include an explanation. If you are moving a charge to another DASA department include an email from the other department approving the charge. Do not attach copies of pcard charges, invoices or any of the back up that was included with the original charge.

Today's date | Journal requested by | Department (OUC)

Transaction Type (Only one type per JV form)

Move Charge From:		Move Charge To:				
Project/Phase	Account	Project/Phase	Account	Amount	Reference	Line Description