



**UNIVERSITY OF NEW BRUNSWICK
JOURNAL ENTRY FORM**

FISCAL YEAR: 20 - 20

ACTUAL

MONTH TO APPEAR IN GENERAL LEDGER _____

or

DEPARTMENT: _____

DOCUMENTATION ENCLOSED: (CHECK ONE) YES __ NO __

BUDGET USE ONLY	One-Time (A)
please check	Ongoing (C)

IF NO, PLEASE STATE REASON: _____

COMMENTS: _____

LOC X	UNIT XXXXXX	OBJECT XXXXXX	FD XX	FU XX	DESCRIPTION (LIMITED TO 30 CHARACTERS)	REFERENCE	DEBIT	CREDIT

DEBITS MUST EQUAL CREDITS - -
AMOUNT MUST BE \$0.00

PREPARED BY (PRINT NAME)

PREPARED BY (SIGNATURE)

DATE

APPROVED BY (PRINT NAME)

APPROVED BY (SIGNATURE)

DATE