

YUMA COUNTY FINANCIAL SERVICES REQUEST FOR JOURNAL ENTRY

Date: _____

Source: _____

| Requisition Number | Purchase Order Number | Invoice Number | Vendor Name | Amount |
|--------------------|-----------------------|----------------|-------------|--------|
|--------------------|-----------------------|----------------|-------------|--------|

Account charged in error: _____

| Fund.function.dept.object (Project-Task-Award) | Amount |
|--|--------|
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| | |

Correct account to be charged: _____

| Fund.function.dept.object (Project-Task-Award) | Amount |
|--|--------|
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| | |

Reason for correction: _____

| | |
|--|-----------------|
| | Coding Error |
| | Wrong Fund Used |
| | Other |

Requested By: _____
Authorized Signature Required

Position: _____

Request must be signed. Attach a copy of the source document and forward to Financial Services for correction.

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FINANCIAL SERVICES USE ONLY:

| | |
|-------------------------|------------------------|
| Warrant Number: _____ | Tracking Number: _____ |
| Reviewed request: _____ | Month Posted: _____ |
| Correction JE#: _____ | Route to AP: _____ |
| | Date Posted: _____ |