Request for Journal Transfer

Charles Darwin UNIVERSITY

Date _____/_____/_____

Step 1 (who) **Requisitioning Officer**

Name (Please Print) _____ **Location**_____

Signature _____ _____

Step 2 (what) **Ledgers please do the journal transfer of the following:**

		Quantity	Rate	Value $
Debit Cost Code (Being the activity incurring the expenditure or reducing income)	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
Credit Cost Code (Being the activity receiving income funds or reimbursement)	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			
	__ __ __ __ / __ __ __ __ / __ __ __ / __ __ / __ __			

Step 3 (why) **Reason for Journal Request**

(For audit reasons it is mandatory to provide a brief explanation for the journal request)

Step 4 **(Authorisation)** **Admin Officer/ Dean / Director / Account Coordinator**

Name (please print)_____ **Date** _____/_____/_____

Signature _____

FAS Use Only

Ledgers Manager_____ Date _____/_____/_____ Journal Ref_____

Authorised by
Chief Accountant _____ Date _____/_____/_____ (Journals over $100,000)

Journal Entered By _____ Date _____/_____/_____

Forward completed form to Ledgers, Finance & Asset Services Orange 2.1
Fax No: 7070