

# Journal Entry Form \*



Journal Information	
<b>Ledger:</b>	
<b>Accounting Date:</b> (Date the journal to be posted)	___ / ___ / ___
<b>Journal Source:</b>	

Journal Details	
<b>Memo (Purpose of the entry):</b>	
<b>Create reversal:</b>	Yes / No
<b>Verify Debits = Credits:</b>	<b>IN BALANCE</b>
Recurring Journal Section	
<b>Recurring Start Date:</b> ___ / ___ / ___	<b>Recurring End Date:</b> ___ / ___ / ___

## Journal Entry Lines

Ledger Account	Debit Amount	Credit Amount	Memo	Expense/ Revenue Category
<b>Total</b>	<b>\$</b>	<b>\$</b>		

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**Requestor**                      **Requestor Title**                      **Signature**                      **Date**

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**Approver**                      **Approver Title**                      **Signature**                      **Date**

\* Backup documentation is required. Email signed form and backup to [accounting@bau.edu](mailto:accounting@bau.edu)