

Journal Entry Request Form

Date of Request:

Type of Journal Entry Requested:

If Correcting Entry, Provide Original
Transaction Type & Number:

Journal Entry Amount:

Debit Mocode (Move Expense To/Revenue From):

Debit PS Account:

Credit MOCODE (Move Expense From/Revenue To):

Credit PS Account:

**Authorized Signer(s) for Debit or
Attach Supporting Documentation:**

**Authorized Signer(s) for Credit or
Attach Supporting Documentation:**

**Provide a detailed description about
what the journal entry will accomplish,
why it is needed, and if not evident,
how the figures were calculated:**