

For Business Services Office Use Only

Journal Entry

Set ID #: _____

Posted By: _____

Date Entered: _____

COLUMBIA PUBLIC SCHOOLS

Journal Entry

Date: _____

Route To: _____

Route To: _____

Account(s) to debit:

Account(s) to credit:

KEY (10 digits)	OBJECT	AMOUNT	KEY (10 digits)	OBJECT	AMOUNT
Total		_____	Total		_____

Short Explanation (max. 30 characters): _____

Long Explanation: _____

Name of Approver/Title: _____
Printed or Typed

Prepared by _____
Printed or Typed

Approver Signature: _____