

UNIVERSITY OF HAWAII JOURNAL VOUCHER - GENERAL

(See reverse side for instructions)

DATE: _____
(MM/DD/YY)

DESCRIPTION: _____

ID No: _____

BANK 0_____	DOCUMENT NO. J_____
TRANSACTION TYPE: 03_ CASH RECEIPT 04_ CASH DISBURSEMENT 06_ JOURNAL ENTRY	

NO.	DEBIT		REF NO. 1	AMOUNT	P/F	CREDIT		REF NO. 3	DEBIT CC	CREDI CC
	ACCOUNT	SUB				ACCOUNT	SUB			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

TOTAL (All pages):

A complete and clear explanation of why the adjustment is necessary: _____

Does this adjustment involve moving funds into or from sponsored agreements? If so, answer remaining question.
YES NO

Does this transfer occur more than 90 days after the original transaction? If so, sufficient explanation for why the transfer was not made on a timely basis is required.
YES NO

PREPARED BY: _____
Print Name and Initial Department Phone Date

APPROVED BY: _____
Print Name and Sign Department Phone Date

CENTRAL OFFICE USE ONLY

APPROVED BY: _____
Print Name and Sign Office Phone Date

