### JOURNAL ENTRY

**DATE:**

**REF. NO.:**

**DOC. NO.:**

**ORIGINATING DEPT.:**

**TO:**

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<th>Unit Price</th>
<th>Total</th>
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**POSTING KEY:**

**GENERAL LEDGER ACCOUNT (G/L):**

**TAX CODE:**

**AMOUNT:**

**BUSINESS AREA:**

**COST CENTRE:**

**INTERNAL ORDER:**

**FUNDS CENTRE:**

**FUND:**

**COMMITMENT ITEM:**

**LINE ITEM TEXT (MAX. 19 CHARACTERS):**

**EARMARKED FUNDS DOCUMENT LINE ITEM:**

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**Department Contact:**

**Authorized Approval:**

<table>
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<tr>
<th>Name</th>
<th>Telephone</th>
<th>Signature</th>
<th>Title</th>
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**TOTAL:** $ 

**Copies:**

- Customer (1)
- Originating Department (1)

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**Notes:**

* The tax code for internal expense allocations is J9. The tax code for internal revenue allocations is S9.

** Will default from cost centre master record; only needs to be input if no cost centre or internal order entered.

*** Will default from general ledger master record and should not be changed; exception: if spending budget is loaded onto different commitment item ie. UTFA, SPECIAL1, etc.
### JOURNAL ENTRY

**FOR ADJUSTMENTS AND CORRECTIONS ONLY**

*Please attach to Journal Entry Form*

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**Company Code:**

**Description:**

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**TOTAL:** $ - 

If further space is required for additional entries, please use form 1021SUPP.

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**Copies:**

Customer

Originating Department