

# Journal Entry

Date \_\_\_\_\_

Explanation:

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ACCOUNT	FUND	DEPT	PROGRAM	CLASS	PROJ/GRANT	DEBIT	CREDIT	LINE DESCRIPTION
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Prepared by: \_\_\_\_\_

Print Name

Prepared by: \_\_\_\_\_ Ext. \_\_\_\_\_

Signature

Approved by: \_\_\_\_\_

Print Name

Approved by: \_\_\_\_\_ Ext. \_\_\_\_\_

Signature