

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: \_\_\_\_\_