COLUMBIA UNIVERSITY

GENERAL ACCOUNTING OFFICE

REQUEST FOR JOURNAL ENTRIES

(NOT TO BE USED FOR PAYROLL
GOV'T & PRIVATE GRANTS & CONTRACTS)

DEPARTMENT	DEPT. NO.
	—

DATE		
MM	DD	YY

REASON FOR ADJUSTMENT

TEN DIGIT DEBIT ACCOUNT	REFERENCE 1	DESCRIPTION (MAXIMUM 20 CHARACTERS)	AMOUNT	REFERENCE 2	TEN DIGIT CREDIT ACCOUNT

SIGNATURE

TELEPHONE NUMBER

TYPED NAME AND UNIVERSITY ADDRESS

TO BE FILLED IN BY THE CONTROLLER'S OFFICE

BATCH NUMBER	DATE
INQUIRY	TELEPHONE NUMBER