GENERAL LEDGER ADJUSTMENT FORM

Financial Services Department

Journal Entry No:

Adjustment Date:

Requested By:

Effective Period:

Department/Unit:

Source Document Ref:

ACCOUNT NO.	ACCOUNT DESCRIPTION	DEBIT ($)	CREDIT ($)	COST CENTER / PROJECT
Total:				

Detailed Reason & Business Justification for Adjustment:

Prepared By

Date:

Reviewed By

Date:

Authorized Approval

Date: