

**MICHIGAN STATE  
UNIVERSITY**

**JOURNAL VOUCHER**

**JVE No.** \_\_\_\_\_  
(For Accounting Use Only)

TO: Accounting Department  
Room 360 Administration Bldg  
Phone 5-5000

**Check Reason for Journal Voucher and Provide Explanation**

Transfer or correct previous revenue or expense transaction                      For services rendered                      Other

Instructions for completing this form are in Section 40 of the manual of Business Procedures. Explain adjustments in detail--provide date, period covered, type of expenditure or revenue, references (CHK No., JVE No., etc.). Include in your explanation the reason for making the entry. An incomplete explanation will result in the return of the voucher for additional information. Corrections to previous transactions should be submitted within 90 days of their initial date, and should not cross fiscal years.

**EXPLANATION**

**Provide Department Name, Account Number, Object Code and Amount for Each Entry**

(Shaded areas for Accounting use only)

	Acctg. T.C.	Account Number	Obj. Code	Amount	<b>X</b>
<b>Debit</b>					
<b>Credit</b>					

cc:

**Description to be put on ledger** \_\_\_\_\_  
(Maximum of 19 spaces can be used here)

\_\_\_\_\_ Date                      \_\_\_\_\_ Authorized Signature (please sign in blue ink)                      \_\_\_\_\_ Phone

- Routing:**
1. Refer to Section 40 of the Manual of Business Procedures.
  2. Obtain authorized signature(s)
  3. Retain a copy for your records and send a copy to all departments impacted by the JVE.
  4. Send Original to Accounting, Room 360 Administration Building.