

GENERAL JOURNAL VOUCHER REQUEST FORM

SUBMIT TO ACCOUNTING@SELKIRK.CA ONCE COMPLETE.

Ensure you include all work order managers related to this request when submitting. The request will not be processed until all approvals have been received.

DATE	ACCOUNT CODE	WORK ORDER	DESCRIPTION	DR	CR

EXAMPLE

03-10-2022	8100	10-116-010	Transfer supplies cost from sculptural metal to textiles art - ABC Supplies Inv #SK-12345	\$1,025.00	
03-10-2022	8100	10-116-009	Transfer supplies cost from sculptural metal to textiles art - ABC Supplies Inv #SK-12345		\$1,025.00

- If you want to move an expense:

DR the account you want to transfer the expense to
CR the account you want to transfer the expense from

- If you want to move revenue:

DR the account you want to transfer the revenue from
CR the account you want to transfer revenue to