

# GENERAL JOURNAL VOUCHER REQUEST FORM

SUBMIT TO ACCOUNTING@SELKIRK.CA ONCE COMPLETE.

*Please note that this journal voucher 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