

Journal Entry Request Form

Request Details			
Date of Request:			
Name:		Requested By Signature:	
Title & School:			
Reason for Journal Entry:			

G/L Code	+ Debit	- Credit

Journal Entry Approval			
Approval Signature:		Date:	
Title:			

Please submit with back-up single sided to:
 Accounting, School Board Office
 Phone: 250-505-7049 | Email: pbush@sd8.bc.ca