

For Business Services Office Use Only  
 Journal Entry  
 Set ID #: \_\_\_\_\_  
 Posted By: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

COLUMBIA PUBLIC SCHOOLS

Journal Entry

Date: \_\_\_\_\_

Route To: \_\_\_\_\_

Route To: \_\_\_\_\_

Account(s) to debit:

Account(s) to credit:

KEY (10 digits )	OBJECT	AMOUNT	KEY (10 digits )	OBJECT	AMOUNT
Total			Total		

Short Explanation (max. 30 characters): \_\_\_\_\_

Long Explanation: \_\_\_\_\_

Name of Approver/Title: \_\_\_\_\_

Printed or Typed

Prepared by \_\_\_\_\_

Printed or Typed

Approver Signature: \_\_\_\_\_