DISTRICT SCHOOL BOARD OF PASCO COUNTY
JOURNAL ENTRY

This form must be used to document or request a journal entry for coding corrections, payments or transfers.
If you are requesting a school-to-school transfer, submit this form to the Bookkeeping Coordinators.

Cost Center Name	Cost Center Number	Journal Entry Number	Effective Date

In this section, you will enter information for the account that will be debited.
- For Expenses: Enter the coding for the account that you want the expense to be charged.
- For Revenue: Enter the coding for the account that the revenue was incorrectly recorded.
- For Transfers: Enter the coding for the account where the funds are being transferred from. Use object code 448925 for School Internal Fund (8915) transactions.

*Enter Account Numbers with Decimal Points

Fund	Cost Center	Level	Project	Object	Function	Group	Amount to Debit

In this section, you will enter information for the account that will be credited.
- For Expenses: Enter the coding for the account that was incorrectly charged.
- For Revenue: Enter the coding for the account where revenue will be recorded.
- For Transfers: Enter the coding for the account where the funds are being transferred to. Use object code 448925 for School Internal Fund (8915) transactions.

*Enter Account Numbers with Decimal Points

Fund	Cost Center	Level	Project	Object	Function	Group	Amount to Credit

Detailed reason funds are being moved. If related to an expense, you must include the PO, Check or SID. If this journal relates to a deposit, please include all deposit documentation as backup. This form, along with supporting documentation, including receipts, must be uploaded in MUNIS.

SID:	PO:	Check:	Deposit:

Sponsor Name (If Applicable)	Sponsor Signature	Date
Bookkeeper Name	Bookkeeper Signature	Date
Cost Center Administrator	Administrator Signature	Date