HOBART AND WILLIAM SMITH
COLLEGES

Journal Entry Form
Email completed form to Tracy Strutz in the Business Office (strutz@hws.edu)

Created By: _____   Date _____

Department: _____   Extension: _____

Description: _____

_____

_____

_____

_____

List below the exact accounting string to charge (debit) and relieve (credit) for this Journal Entry*:

Account	Fund	Department	Program	My Ref
XXXXX	XX	XXXXX	XXXXX	XX

Debit	Credit

Columns must equal

* Completion of Acct-Fund-Dept-Program information above in their entirety is required for processing.

* Supporting documentation should be included with this form (email authorization, invoice/voucher #).

* Please allow 3-5 business days for processing.

_____

Authorized Signature